



# ECSS

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## ECSS processes

## Foreword

This document has been prepared by the ECSS-D-00 Working Group, reviewed by the ECSS Executive Secretariat and approved by the ECSS Technical Authority.

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## Change log

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# 1 Scope

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This document defines the processes to be followed throughout the lifecycle of ECSS documents, including the activities to be performed by the various actors.

ECSS documents as here defined include ECSS Standards, Handbooks, Technical memoranda, ECSS adoption notices, ECSS Work plan and documents from other SDOs of interest to ECSS for potential adoption.

This document is used by all those involved in the development and maintenance of ECSS documents to correctly and efficiently discharge their duties.

## 2 References

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ECSS-P-00

ECSS – Standardization policy

ECSS-S-ST-00-01

ECSS System – Glossary of terms

## Terms, definitions and abbreviated terms

---

### 3.1 Terms from other standards

The following terms are defined in ECSS-S-ST-00-01.

Standard

Handbook

Technical Memorandum

### 3.2 Terms specific to this document

#### 3.2.1 Originator

proposer of an input to start a new activity for a new or updated document

#### 3.2.2 TA Representative

nominated representative of an ECSS Member on the ECSS TA (see ECSS-P-00 for a full definition)

#### 3.2.3 Point of Contact

nominated interface with another organization

#### 3.2.4 Mirror Working Group

working group responsible for coordinating an ECSS position with respect to a document being developed by another SDO

#### 3.2.5 TA Area Responsible (TAAR)

member of the ECSS TA responsible for the coordination of a specific discipline (see ECSS-P-00 for a full definition)

#### 3.2.6 ECSS Member Focal Point

nominated interface for an ECSS Member organization for the distribution and receipt of information

NOTE Except for Eurospace this is normally the TA Representative.



### 3.2.7 ECSS User

organization or person using ECSS published documents in pursuit of their business

### 3.2.8 New Work Item Proposal (NWIP)

proposal from an ECSS Member for a new document including the necessary Terms of Reference (TOR)

### 3.2.9 WG convenor

WG member endorsed by the TA to lead and coordinate the WG activities and to formally interface for WG aspects to the TA, TAAR, ES and DiFP

## 3.3 Abbreviated terms

For the purpose of this document, the abbreviated terms from ECSS-S-ST-00-01 and the following apply:

<b>Abbreviation</b>	<b>Meaning</b>
CCSDS	Consultative Committee for Space Data Systems
CEN	European Committee for Standardization
CR	Change Request
DiFP	Discipline Focal Point
DoFP	Document Focal Point
DRR	Document Review Record
ECSS	European Cooperation for Space Standardization
ES	Executive Secretariat
ESCC	European Space Components Coordination
ISO	International Organization for Standardization
KO	Kick off
NWIP	New Work Item Proposal
PR	Public Review
SB	Steering Board
SDO	Standards Development Organization
TA	Technical Authority
TAAR	Technical Authority Area Responsible
WG	Working Group
WP	Work plan

## 4

# Organization, roles and responsibilities

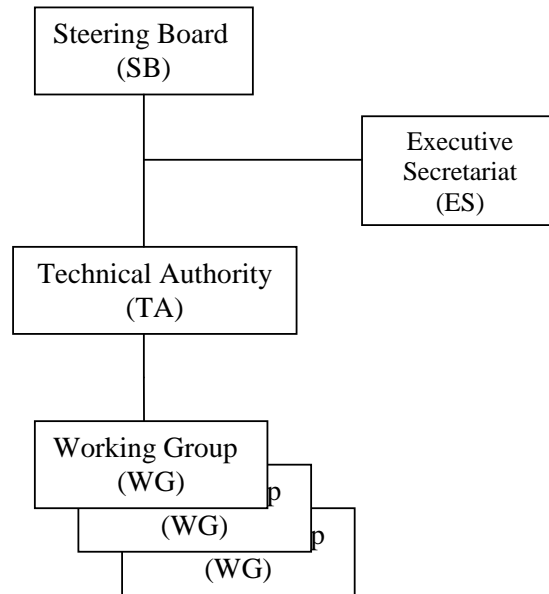
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The ECSS activities are organized through a number of bodies, whose main functions are as follows:

- **Steering Board (SB):** to define ECSS objectives, policy and strategy, approve the Work plan, and monitor achievements.
- **Technical Authority (TA):** to implement the objectives, policy and strategy defined by the SB and to setup, implement and monitor the Work plan.
- **Executive Secretariat (ES):** to
  - support the TA in setting up the Work plan, and in monitoring its implementation;
  - provide administrative support to SB and TA;
  - support Working Groups for writing ECSS documents;
  - facilitate the promotion of ECSS and interface with other SDOs.
- **Working Group (WG):** to produce/modify ECSS documents

The above bodies are supported from a technical point of view by Discipline Focal Points (DiFPs) and in addition, following publication, by Document Focal Points (DoFPs) who are experts on the subject of the document.

Figure 4-1 presents the organization: A detailed description of the roles and responsibilities is available in ECSS-P-00.



**Figure 4-1: Organizational structure of the ECSS Bodies**

## 5

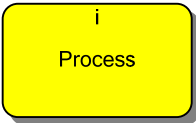

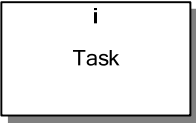
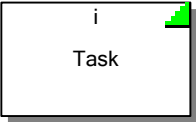
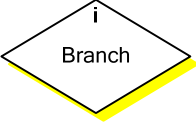

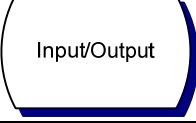
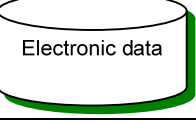

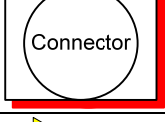
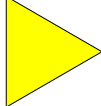
# Introduction to the process descriptions

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Each of the processes defined in clause 6 is presented in three parts:

1. Process characteristics:  
defining the purpose, key activities, inputs, outputs and configuration controlled documents of the process.
2. Process flow diagram:  
defining the logical flow of tasks, their assignment to function areas and the information/documentation exchanged.
3. Process flow description:  
defining details of the flow diagrams, i.e. detailed description of the tasks including notes, work steps and assignment of responsibilities to tasks.

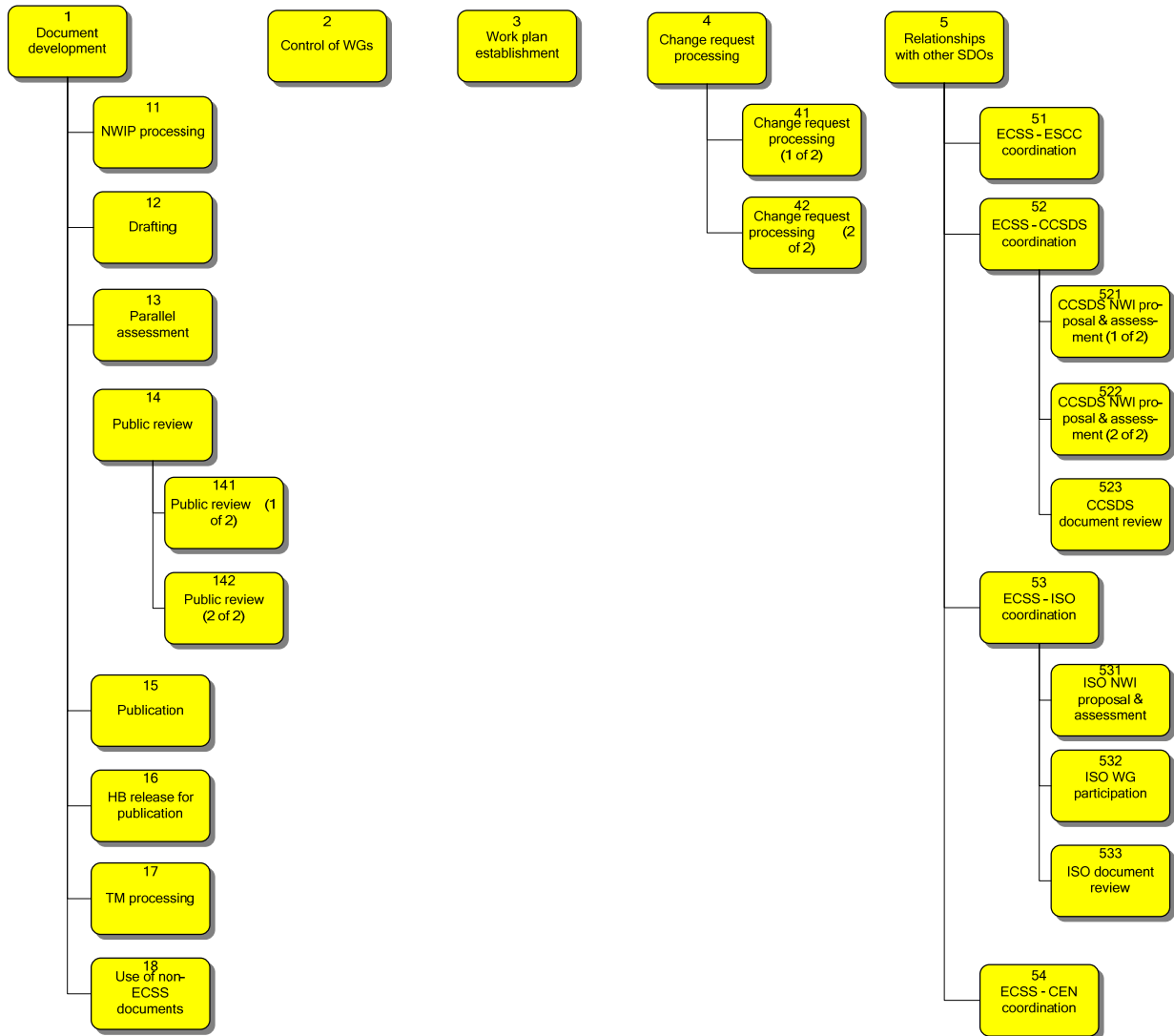
The symbols which are used in the process flow diagrams are shown in Figure 5-1.

	<p>A detailed process flow diagram is defined at the next layer(s).</p> <p>i is the generic process identification code</p>
<p>Function Area</p> 	<p>Entity responsible for performing the tasks in this area</p>
	<p>Task including assigned responsibility:</p> <p>Executing: carrying out the activity</p> <p>Involved: actively contributing to the activity, as appropriate</p> <p>Informed: Receiving information with no formal action required</p>
	<p>Task containing work steps</p>
	<p>Yes or no decision</p>
	<p>Any kind of information (document, letter, memo, e-mail) between two tasks if the tasks are performed in different Function Areas.</p>
	<p>Documented input to or output of the process</p>
	<p>Information stored in a database (e.g. templates, documents)</p>
	<p>Connector between processes identified uniquely as Qxx</p>
	<p>Connector between tasks within a process</p>
	<p>Incoming tasks must be completed before the next task can start</p>

**Figure 5-1: Symbols used in the process flow diagrams**

Figure 5-2 presents all processes defined in the ECSS system. Several processes (numbered i) are subdivided into sub processes (numbered ii). Detailed process descriptions are provided in clause 6 at sub process level.

(1 of 2) and (2 of 2) at the end of the process name indicates that the process has been subdivided in 2 parts to ensure readability of the flow diagrams.



**Figure 5-2: ECSS Processes**

# 6

## Process descriptions

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### 6.1 Document development

#### 6.1.1 New Work Item Proposal (NWIP) Processing

##### 6.1.1.1 Process Characteristics

###### **1 Purpose**

The purpose of the NWIP process is to ensure that proposals for new documents are fully supported by the ECSS members and that, if approved, commitment is given to participation in the document development through membership of the associated working group (WG).

Completion of this task is needed to start Process 12: Drafting.

###### **2 Key activities**

- Checking of the NWIP for completeness and justification, including proposed terms of reference and date by which the document is required and subsequent endorsement by the TAAR.
- Assessing whether the document should be developed by another SDO.
- TA members reaching consensus to approve or not the NWIP and propose members for the WG.

###### **3 Input**

Completed NWIP (see Annex A) and entry can be direct from the originator once endorsed by his TA representative or as the result of another process such as change request processing or ISO WG involvement.

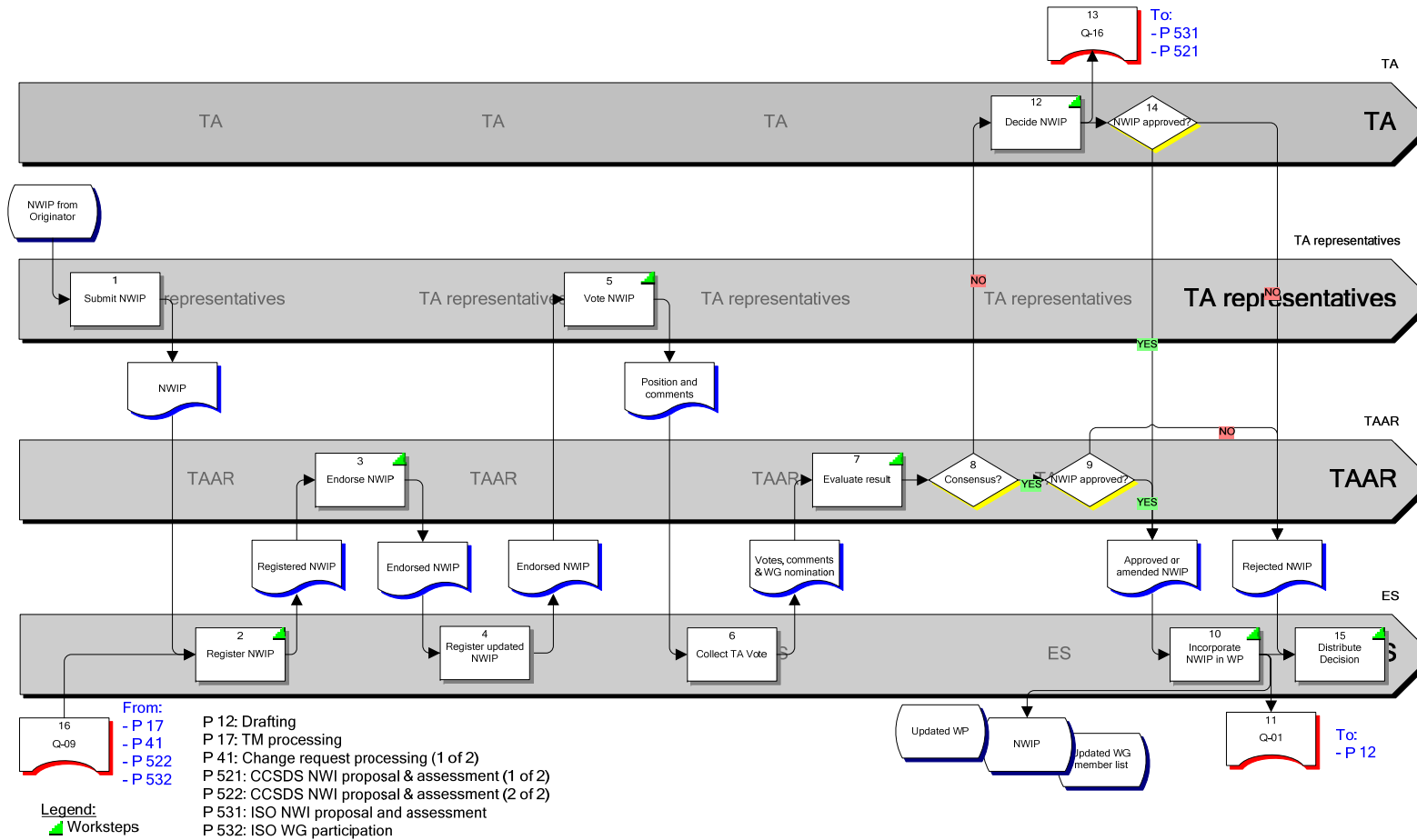
###### **4 Output**

Approved NWIP  
Updated Work plan  
Mandated WG with appointed convenor

###### **5 Configuration controlled documents of this process**

NWIP  
(Updated) Work plan with associated decision on starting date  
(Updated) WG members list

### 6.1.1.2 Process Flow Diagram - New Work Item Proposal (NWIP) Processing





### 6.1.1.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: NWIP processing</b>			
1	<b>Submit NWIP received from Originator of own organization using ECSS form provided on ECSS website</b>		
cont. at 2		E = TA representatives I = ES I = TA	← NWIP Template → NWIP
2	<b>Register NWIP</b>		
	Note: Status of NWIP: proposed		
cont. at 3		E = ES	← NWIP → Registered NWIP
	2.1 <b>Check all sections of NWIP are completed</b>		
	2.3 <b>If NWIP is complete send to TAAR and register</b>		
	Note: Status of NWIP: proposed		
	2.4 <b>If NWIP is incomplete send back to originator</b>		
3	<b>Endorse NWIP</b>		
	Note: If the TAAR identifies issues in the work steps listed below, it is his task to resolve these issues with the TA representative having submitted the NWIP (and the originator of the NWIP as appropriate), prior to submitting the revised NWIP to the TA.		
	Status of NWIP: TAAR endorsed		
	Duration of this task is 3 weeks.		
cont. at 4		E = TAAR V = DiFP  V = ES	← Registered NWIP → Endorsed NWIP
	3.1 <b>Assess NWIP for relevance for ECSS system</b>		
	3.2 <b>Identify duplication or conflicts of the NWIP with respect to ongoing or planned activities</b>		
	3.3 <b>Confirm justification provided in the NWIP adequacy of tasks to be performed, readiness to start and propose start date</b>		
	3.4 <b>Endorse NWIP to go to TA</b>		
4	<b>Register updated NWIP and transmit NWIP with demand for comments &amp; confirmation of WG convenor &amp; nomination of WG members</b>		
	Note: Duration of this task is 1 week.		
cont. at 5		E = ES	← Endorsed NWIP

→ Endorsed NWIP

## 5 Vote NWIP

Note: Duration of this task is 4 weeks.

cont. at 6

E = TA representatives  
I = ES

← Endorsed NWIP  
→ Position and comments

- 5.1 Express position (accept, defer or reject) on the NWIP
- 5.2 Confirm categorization (ST, HB) and define required end date
- 5.3 Confirm convenor and start date of WG
- 5.4 Nominate WG members and commit resources
- 5.5 Confirm if document shall be generated in ECSS or other SDO (e.g. ISO, CCSDS)

## 6 Collect and record TA Vote and distribute result to TAAR

Note: Including comments, confirmation of start date, convenor and WG nominations.

Duration of this task is 1 week.

cont. at 7

E = ES  
I = DoFP  
I = DiFP  
I = TAAR

← Position and comments

## 7 Evaluate result

Note: Duration of this task is 1 week.

cont. at 8

E = TAAR  
V = ES  
V = TA representatives  
V = DiFP

← Votes, comments & WG nomination

- 7.1 Evaluate comments and resolve issues with TA representatives and ES
- 7.2 Evaluate WG composition (ECSS member representation, requested competences)
- 7.3 Update NWIP to account for agreed comments and resolved issues
- 7.4 Inform TA about evaluation result

Note: If consensus is reached, the NWIP is dispositioned (approved, amended or rejected) and the WG composition agreed.

If no consensus is reached, the task is escalated to the TA for decision.

If the NWIP is proposed to be transmitted to another SDO, the decision always rests with the TA.

## 8 Consensus or agreed transmission to other SDO?

Yes:

cont. at 9

No:

cont. at 12

## 9 NWIP approved?

Yes:

cont. at 10

No:

cont. at 15

→ [Yes] Approved NWIP  
→ [No] Rejected NWIP

## 10 Incorporate NWIP in WP

Note: see process <Work plan establishment>

cont. at 11

cont. at 15

E = ES

- ← [Yes] Approved NWIP
- NWIP
- Updated WG member list
- Updated WP

**10.1 Place approved NWIP in configuration control**

**10.2 Update WP incorporating NWIP**

Note: see process <Work plan establishment>

**10.3 Update WG member list**

Note: Status: endorsed

**11 Q-01**

Note: To: Drafting

**12 Decide NWIP**

Note: At next TA meeting.

cont. at 13  
cont. at 14

E = TA

**12.1 Disposition NWIP (approve, defer or reject)**

**12.2 Decide if NWIP shall be transmitted to other SDO**

**12.3 For approved NWIP decide when to start activity (input to WP)**

**12.4 For approved NWIP appoint WG convenor and finalize WG composition**

**13 Q-16**

Note: To: ISO NWI proposal & assessment  
To: CCSDS NWI proposal & assessment (1 of 2)

**14 NWIP approved?**

Yes:  
cont. at 10  
No:  
cont. at 15

E = TA

- [Yes] Approved NWIP
- [No] Rejected NWIP

**15 Distribute Decision**

E = ES  
I = Originator  
I = WG Convenor  
I = TA

- ← [No] Rejected NWIP

**15.1 If NWIP is approved distribute voting result with approved NWIP and nominated WG members/convenor to TA, originator and WG convenor**

Note: The WG list is approved if there is no objection from any TA representative within 2 weeks after distribution.

**15.2 Request WG convenor to schedule Kick-off meeting**

**15.3 If NWIP is rejected inform originator**

**16 Q-09**

Note: From: Change request processing (1 of 2)  
From: ISO WG participation  
From: TM processing  
From: CCSDS NWI proposal & assessment (2 of 2)

cont. at 2

## 6.1.2 Drafting Process

### 6.1.2.1 Process Characteristics

#### 1 Purpose

To develop the ECSS document in accordance with terms of reference agreed between the TA and the WG and the ECSS Drafting rules (see Annex A).

#### 2 Key activities

- The KO meeting which is called by the WG convenor and supported by the ES; it must take place within 4 weeks of the NWIP approval.
- Agreement of the terms of reference which is per se the agreement between the TA and the WG. Any changes proposed by the WG shall require to be agreed by the TA. If no agreement can be reached the NWIP may be cancelled.
- The drafting period is as agreed in the terms of reference; the final draft shall be by consensus of all WG members and it is recommended that working drafts are made visible to member organizations and the ES for adherence to the ECSS Drafting Rules, to facilitate the public review stage. Any issues/disagreements shall be resolved through the TAAR.

#### 3 Input

Approved NWIP, endorsed WG composition incl. WG convenor and Work plan.

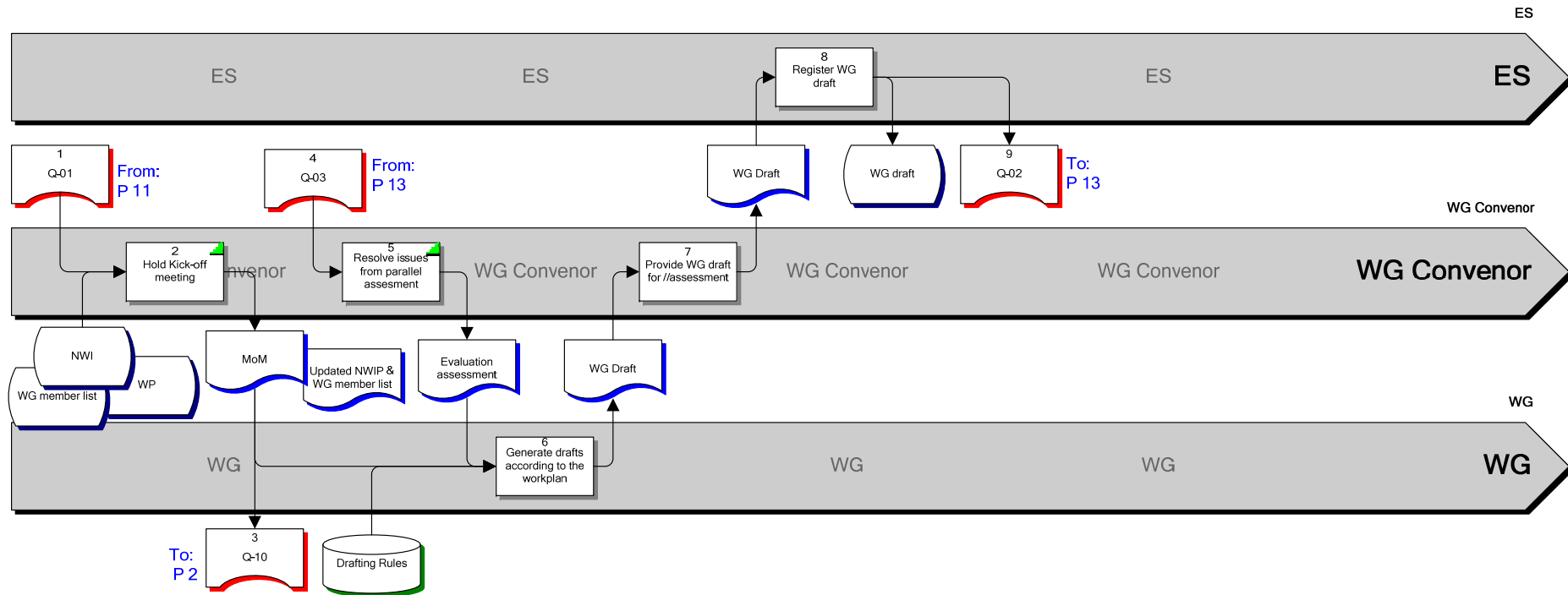
#### 4 Output

WG draft document ready for Parallel Assessment.

#### 5 Configuration controlled documents of this process

Agreed terms of reference  
Final draft document for parallel assessment

### 6.1.2.2 Process Flow Diagram - Drafting Process



**Legend:**  
 Worksteps  
 P 11: NWIP processing  
 P 13: Parallel assessment  
 P 2: Control of WGs

### 6.1.2.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: Drafting</b>			
<b>1</b>	<b>Q-01</b> Note: From: NWIP processing		
cont. at 2			
<b>2</b>	<b>Hold Kick-off meeting (with ES participation and invitation to TAAR and DiFP)</b>		
cont. at 3 cont. at 6			
		E = WG Convenor V = WG V = ES I = DiFP I = TAAR	
			← Memberlist ← NWI → Minutes of meeting → Updated NWIP & WG member list for TA approval
	2.1	Agree on NWIP	
	2.2	Identify any changes or update of NWIP or WG membership by revision tracking	
	2.3	Identify any impact on scope, schedule and resources	
	2.4	Submit MoM and any changes in NWIP or membership to TAAR	
<b>3</b>	<b>Q-10</b> Note: To: Control of WGs		
			← Minutes of meeting ← Updated NWIP & WG member list for TA approval
<b>4</b>	<b>Q-03</b> Note: From: Parallel assessment		
cont. at 5			
<b>5</b>	<b>Resolve issues from parallel assessment acc. to TAAR instruction</b>		
cont. at 6			
		E = WG Convenor V = WG	
			→ Evaluation assessment
	5.1	Resolve issues identified in evaluation assessment	
	5.2	Update WG draft and evaluation assessment	
	5.3	Provide updated draft and resolution of issues from evaluation assessment	

---

**6 Generate drafts according to the Work plan**

cont. at 7

E = WG  
V = DiFP  
V = ES  
I = TAAR

← Drafting Rules  
← Evaluation assessment  
← Minutes of meeting  
← Updated NWIP & WG member list for TA approval  
→ WG Draft

---

**7 Provide WG draft for parallel assessment**

cont. at 8

E = WG Convenor  
I = WG  
I = DiFP  
I = ES  
I = TAAR

← WG Draft  
→ WG Draft

---

**8 Register WG draft & put in configuration control**

cont. at 9

E = ES

← WG Draft  
→ WG draft

---

**9 Q-02**

Note: To: Parallel assessment

## 6.1.3 Parallel Assessment

### 6.1.3.1 Process Characteristics

#### **1 Purpose**

This process ensures that the draft standards meet the predetermined criteria for public review (see Annex A) in relation to format and structure, technical content and other issues such as clarity and understanding. Handbooks are dealt with through the associated Handbook Publishing process.

#### **2 Key activities**

- Evaluate the WG draft and resolve any issues, if necessary with the WG convenor
- Provide a draft suitable for public review
- Once approved for public review, the WG convenor shall set a date for the WG to meet and disposition any DRRs

#### **3 Input**

The inputs are the draft document and the criteria and entry is from the Drafting process.

#### **4 Output**

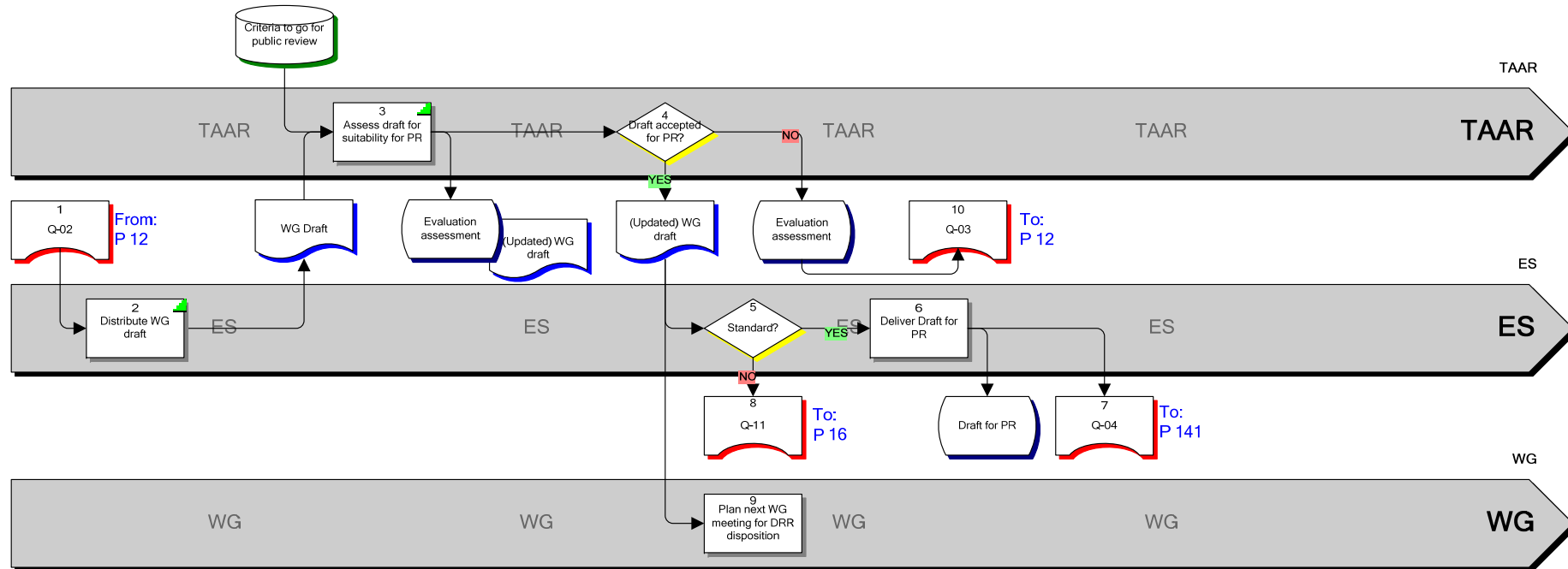
Successful exit for standards is to the Public Review process with a WG draft document. An alternative exit is back to the drafting process to resolve any issues raised during the assessment. This will be with an evaluation assessment report for WG action/resolution. For handbooks, exit is to the Handbook review process, with the draft document.

#### **5 Configuration controlled documents of this process**

WG draft document  
Evaluation assessment



### 6.1.3.2 Process Flow Diagram - Parallel Assessment



Legend:  
 ■ Worksteps  
 P 12: Drafting  
 P 141: Public review (1 of 2)  
 P 16: HB review

### 6.1.3.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: Parallel assessment</b>			
<b>1</b>	<b>Q-02</b> Note: From: Drafting		
cont. at 2			
<b>2</b>	<b>Distribute WG draft</b>		
cont. at 3			
		E = ES I = TAAR I = DiFP I = WG convenor	
	<b>2.1</b>	<b>Check and edit final WG draft to conform to drafting rules</b>	→ WG Draft
	<b>2.2</b>	<b>Distribute final draft for parallel assessment</b>	
<b>3</b>	<b>Assess WG draft</b> Note: Consensus to be reached between TAAR, DiFP, and ES on acceptability for PR.		
cont. at 4			
		E = TAAR V = DiFP V = ES I = WG Convenor I = TA	
	<b>3.1</b>	<b>Check WG draft according to criteria to go for public review (if draft was resubmitted after 1<sup>st</sup> //assessment, TAAR to check that identified issues are resolved)</b>	← Criteria to go for public review
	<b>3.2</b>	<b>Identify issues and involve DiFP and ES for resolution</b>	← WG Draft
	<b>3.3</b>	<b>Update WG draft incorporating agreed resolutions for identified issues</b>	→ (Updated) WG draft
	<b>3.4</b>	<b>If issues cant be resolved at TAAR level, request WG convenor to resolve issues and agree duration for resolution</b>	→ Evaluation assessment
	<b>3.5</b>	<b>Generate evaluation assessment including any remaining technical issues with proposed resolution</b>	
	<b>3.6</b>	<b>For HB give recommendation whether public review is necessary</b>	
<b>4</b>	<b>Draft accepted for PR?</b>		
Yes: cont. at 5 cont. at 9			
No: cont. at 10			
		E = TAAR	
			→ [Yes] → (Updated) WG draft
			→ [No] → Evaluation assessment

---

<b>5</b>	<b>Standard?</b>		
Yes: cont. at 6			
No: cont. at 8		E = ES	← [Yes] (Updated) WG draft
<hr/>			
<b>6</b>	<b>Deliver Draft for PR</b>		
cont. at 7		E = ES I = ECSS member FP	→ Draft for PR
<hr/>			
<b>7</b>	<b>Q-04</b>		
Note:	To: Public review (1 of 2)		
<hr/>			
<b>8</b>	<b>Q-11</b>		
Note:	To: Handbook review		
<hr/>			
<b>9</b>	<b>Plan next WG meeting for DRR disposition</b>		
			← [Yes] (Updated) WG draft
<hr/>			
<b>10</b>	<b>Q-03</b>		
Note:	To: Drafting (Request to resolve issues)		← [No] Evaluation assessment

---

## 6.1.4 Public review

### 6.1.4.1 Process Characteristics

#### 1 Purpose

The purpose of this process is to ensure that all developed ECSS standards and selected handbooks are reviewed by the ECSS partners who have an opportunity to provide comments. These comments are dispositioned by the WG and once agreed by a consensus of all members the final document is accepted for publication with a commitment to apply in business agreements where applicable.

#### 2 Key activities

- Disposition of DRRs by the WG. This should be done with the minimum of meetings and it is recommended practice to pre disposition the DRRs as far as possible leaving the contentious ones for full WG discussion.
- Opportunity for all TA members to review and agree the DRR dispositions.
- Resolution of any issues by the TAAR/WG convenor and, if necessary, the TA.
- It is essential to reach consensus prior to publication of a document which members are committed to apply.

#### 3 Input

Inputs are the document for review from either the Parallel assessment process for standards or, if agreed by the TA, the Handbook review process. The date of the WG meeting to disposition DRRs is also an input.

#### 4 Output

The single successful exit is to the Publication process with an updated final draft document.

#### 5 Configuration controlled documents of this process

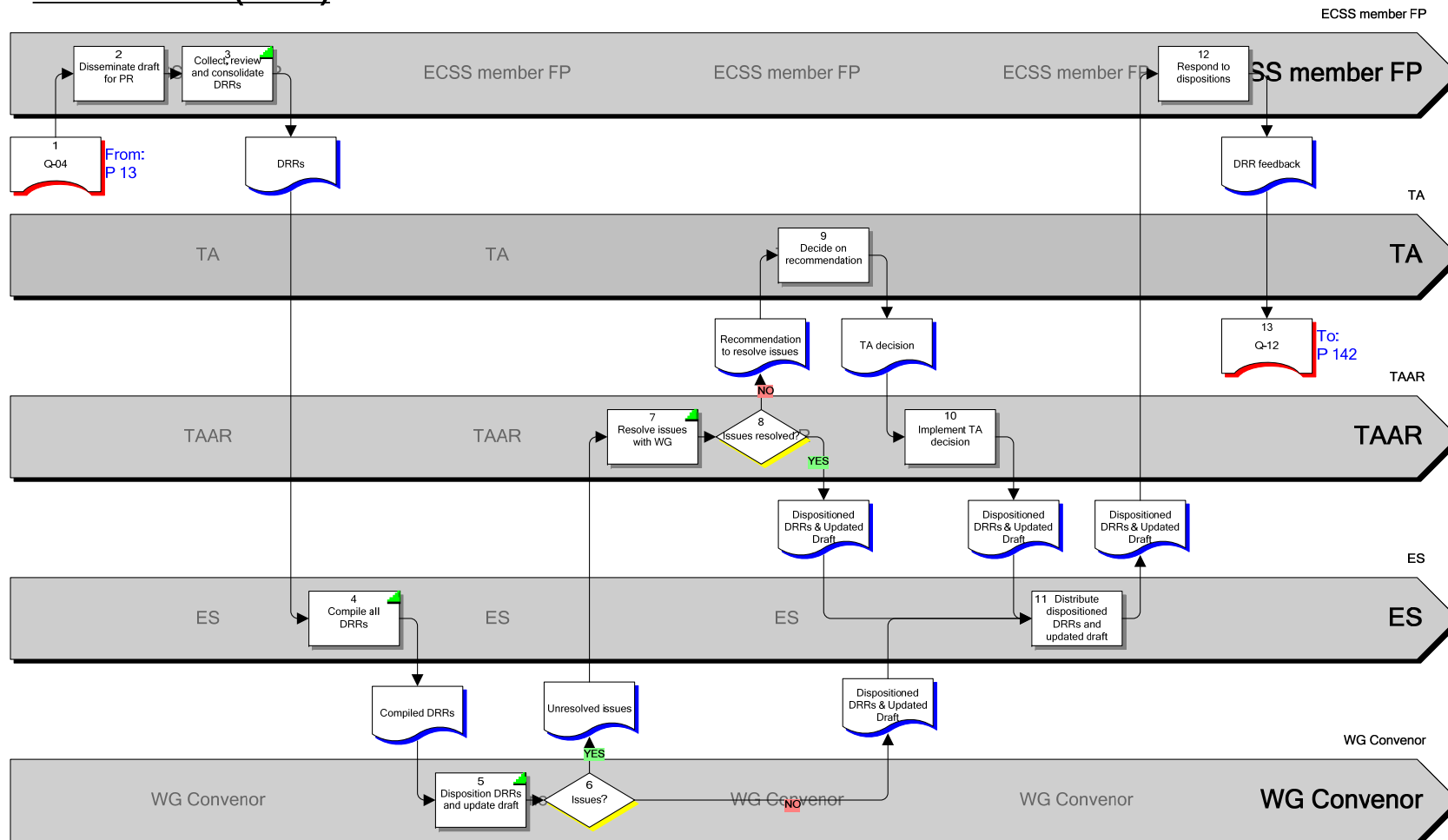
Draft document (WG draft; draft for public review, draft following DRR disposition; draft following DRR agreement)

DRRs with WG dispositions

Updated DRR dispositions following TA DRR Feedback

### 6.1.4.2 Process Flow Diagram - Public review

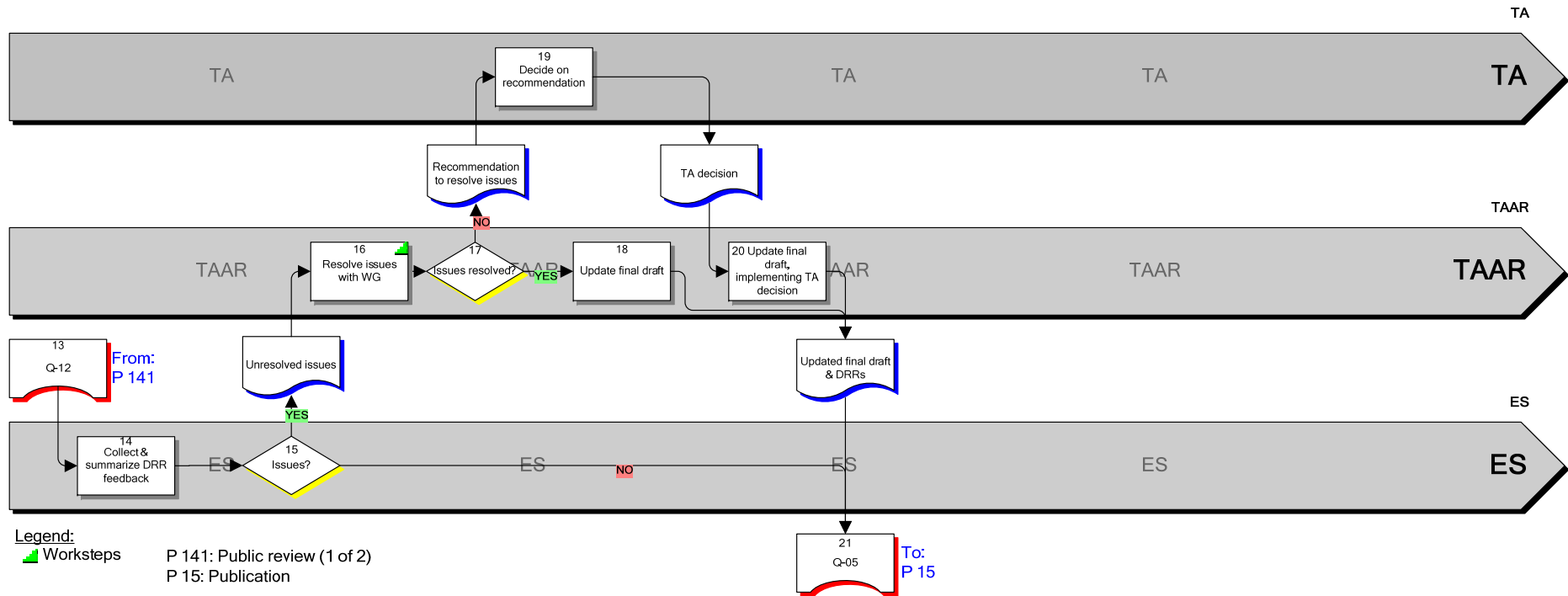
#### Public Review (1 Of 2)



**Legend:**

- Worksteps
- P 13: Parallel assessment
- P 142: Pubic review (2 of 2)

## Public Review (2 of 2)



### 6.1.4.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: Public review (1 of 2)</b>			
1	<b>Q-04</b> Note: From: Parallel assessment		
cont. at 2			
2	<b>Disseminate draft for PR according to their internal procedure</b> Note: Duration of this task is 1 week.		
cont. at 3			
E = ECSS member FP			
3	<b>Collect, review and consolidate DRRs</b> Note: Duration of this task is 7 weeks.		
cont. at 4			
E = ECSS member FP I = ES			
	3.1 <b>Collect DRRs</b>		→ DRRs
	3.2 <b>Review and, if necessary, consolidate DRRs</b>		
	3.3 <b>Deliver consolidated DRRs to ES</b>		
	Note: DRRs received from non ECSS Members are transmitted to the TAAR for consideration whether to take into account		
4	<b>Compile all DRRs</b> Note: Duration of this task is 1 week.		
cont. at 5			
E = ES I = WG Convenor I = TA			
	4.1 <b>Compile all DRRs</b>		← DRRs
	4.2 <b>Distribute compiled DRRs to WG convenor with request for disposition of DRRs with due date</b>		→ Compiled DRRs
	4.3 <b>Distribute compiled DRRs to TA for information</b>		
5	<b>Disposition DRRs and update draft</b>		
cont. at 6			
E = WG Convenor V = WG V = DiFP V = TAAR I = ES			
	5.1 <b>Pre-disposition DRRs as far as possible and distribute to WG highlighting major issues to be resolved</b>		← Compiled DRRs
	5.2 <b>Estimate duration and number of meetings if disposition is not possible in one meeting and inform TAAR and ES</b>		
	5.3 <b>Set-up DRR resolution meeting for final dispositioning of DRRs and update draft</b>		
	5.4 <b>Identify issues to be escalated to TAAR</b>		

**6 Issues?**

Yes:  
cont. at 7  
No:  
cont. at 11

→ [No]  
Dispositioned  
DRRs &  
Updated Draft  
→ [Yes]  
Unresolved  
issues

**7 Resolve issues with WG**

cont. at 8

E = TAAR  
V = WG  
V = DiFP  
I = TA

← [Yes]  
Unresolved  
issues

- 7.1 Resolve issues with WG and update dispositioned DRRs and WG draft
- 7.2 If no resolution is reached recommend resolution to resolve issues, escalate task to TA

**8 Issues resolved?**

Yes:  
cont. at 11  
No:  
cont. at 9

→ [Yes]  
Dispositioned  
DRRs &  
Updated Draft  
→ [No]  
Recommendat  
ion to resolve  
issues

**9 Decide on recommendation**

cont. at 10

E = TA  
I = WG Convenor  
I = ES

← [No]  
Recommendat  
ion to resolve  
issues  
→ TA decision

**10 Implement TA decision**

cont. at 11

E = TAAR  
V = ES

← TA decision  
→ Dispositioned  
DRRs &  
Updated  
Draft

**11 Distribute dispositioned DRRs and updated draft for feedback with due date**

cont. at 12

E = ES  
I = WG  
I = DiFP  
I = TA

← Dispositioned  
DRRs &  
Updated  
Draft  
← [Yes]  
Dispositioned  
DRRs &  
Updated Draft



← [No]  
Dispositioned  
DRRs &  
Updated Draft  
→ Dispositioned  
DRRs &  
Updated  
Draft

## 12 Respond to dispositions

Note: For those which are not acceptable propose justification & resolution.

If no feedback is received by due date the dispositioned DRRs and updated draft are considered approved.

cont. at 13

E = TA representatives  
I = WG Convenor  
I = DiFP  
I = ES  
I = TAAR

← Dispositioned  
DRRs &  
Updated  
Draft  
→ DRR feedback

## 13 Q-12

Note: To: Public Review (2 of 2)

← DRR feedback

### Process: Public review (2 of 2)

## 13 Q-12

Note: From: Public Review (1 of 2)

cont. at 14

## 14 Collect & summarize DRR feedback

cont. at 15

E = ES  
I = WG Convenor  
I = DiFP  
I = TAAR

## 15 Issues?

Note: In case of issues distribute result of DRR feedback to TAAR for resolution of issues and to TA for information

Yes:  
cont. at 16  
No:  
cont. at 21

→ [Yes]  
Unresolved  
issues

## 16 Resolve issues with WG

cont. at 17

E = TAAR  
V = WG  
V = DiFP  
I = TA

← [Yes]  
Unresolved  
issues

### 16.1 Resolve issues with WG and update dispositioned DRRs and WG draft

Note: Any changes to dispositioned DRRs and WG draft shall be done by revision tracking.

### 16.2 If no resolution is reached recommend resolution to resolve issues, escalate task to TA

---

<b>17</b>	<b>Issues resolved?</b>		
Yes: cont. at 18			
No: cont. at 19			
		→	[No] Recommendat ion to resolve issues
<hr/>			
<b>18</b>	<b>Update final draft</b>	<b>FA: TAAR</b>	
cont. at 21			
	E = TAAR V = ES		
		→	Updated final draft & DRRs
<hr/>			
<b>19</b>	<b>Decide on recommendation</b>		
cont. at 20			
	E = TA I = WG Convenor I = ES		
		←	[No] Recommendat ion to resolve issues
		→	TA decision
<hr/>			
<b>20</b>	<b>Update final draft, implementing TA decision</b>		
cont. at 21			
	E = TAAR V = ES		
		←	TA decision
		→	Updated final draft & DRRs
<hr/>			
<b>21</b>	<b>Q-05</b>		
Note: To: Publication			
		←	Updated final draft & DRRs

---

## 6.1.5 Publication

### 6.1.5.1 Process Characteristics

#### **1 Purpose**

The purpose of this process is to formally make the document available to all ECSS users.

#### **2 Key activities**

- TA vote on the document for publication.
- In case of a negative vote from an ECSS member, it shall be stated what actions need to be taken to make it a positive vote.
- The TA seeks to obtain agreement and if successful the necessary changes are implemented and the document published.
- Otherwise the problem is referred to the SB for decision.
- Once publication is agreed the WG convenor is requested to produce an article for publication and nominate a DoFP.
- The WG work is acknowledged and the WG disbanded.

#### **3 Input**

Inputs are the approved document either from the public review process or the change request process.

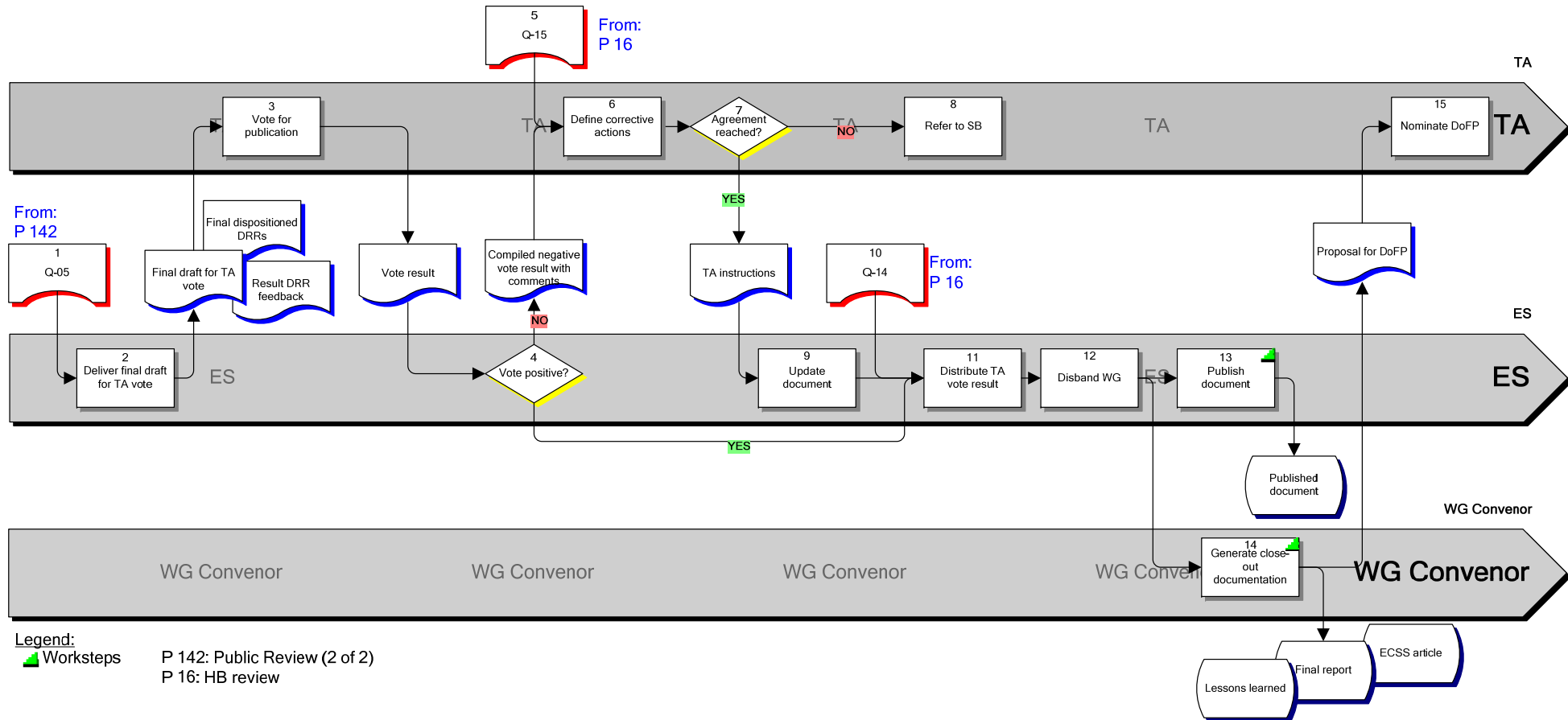
#### **4 Output**

The single successful exit is to the published document; there is also an unsuccessful exit in the case that the TA vote is not positive and the issues cannot be resolved. In this case it is referred to the SB for decision.

#### **5 Configuration controlled documents of this process**

Final TA approved document for publication.

### 6.1.5.2 Process Flow Diagram - Publication



### 6.1.5.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: Publication</b>			
1	<b>Q-05</b> Note: From: Public review (2 of 2)		
cont. at 2			
2	<b>Deliver final draft for TA vote for publication including result of DRR feedback</b>	E = ES I = WG Convenor I = TA	→ Final dispositioned DRRs → Final draft for TA vote → Result DRR feedback
cont. at 3			
3	<b>Vote for publication</b> Note: The duration of this task is 2 weeks.  In case of negative vote state what is needed to change it to a positive vote	E = TA I = ES	← Final dispositioned DRRs ← Final draft for TA vote ← Result DRR feedback → Vote result
cont. at 4			
4	<b>Vote positive?</b>  Yes: cont. at 11 No: cont. at 6	E = ES	← Vote result → [No] Compiled negative vote result with comments
cont. at 6			
5	<b>Q-15</b> Note: From: HB review		
cont. at 6			

**6 Define corrective actions**  
cont. at 7

E = TA  
I = ES

← [No] Compiled negative vote result with comments

**7 Agreement reached?**  
Yes: cont. at 9  
No: cont. at 8

E = TA

→ [Yes] TA instructions

**8 Refer to SB**  
Note: Decision from SB how to resolve open issues will be incorporated in TA instructions to ES to update document.

E = TA

**9 Log TA decision and update document according to TA instruction**  
cont. at 11

E = ES

← [Yes] TA instructions

**10 Q-14**  
Note: From: HB review  
cont. at 11

**11 Distribute TA vote result**  
cont. at 12

E = ES  
I = ECSS member FP  
I = WG  
I = DoFP  
I = DiFP  
I = TA

**12 Disband WG and nominate DoFP**  
Note: By default the WG convenor is asked to be the DoFP. If the WG convenor is not available then escalate to TA for nomination.  
cont. at 13  
cont. at 14

E = ES  
I = WG  
I = WG Convenor  
I = DoFP  
I = TA

**13 Publish document**  
Note: If the published document involves a CR resolution, then update CR log.

E = ES  
I = WG Convenor  
I = ECSS community

→ Published document

- 13.1 Finalize document for publication
- 13.2 Publish document on website
- 13.3 Inform ECSS community about new document
- 13.4 Update list of published documents and document tree
- 13.5 Update list of DRDs
- 13.6 Create new CD-ROM

---

**14      Generate close-out documentation**

cont. at 15

E = WG Convenor  
I = ES  
I = TA

→ ECSS article  
→ Final report  
→ Lessons learned  
→ Proposal for DoFP

- 14.1      **Generate final report**
- 14.2      **Generate lessons learned report**
- 14.3      **Generate article for ECSS website**
- 14.4      **Propose DoFP**

---

**15      Nominate Document Focal Point**E = TA  
I = DoFP  
I = DiFP  
I = ES

← Proposal for DoFP

## 6.1.6 Handbook release for publication

### 6.1.6.1 Process Characteristics

#### **1 Purpose**

The purpose of this process is to process handbooks for release for publication in conformance with the criteria for Handbook release for publication (see Annex A).

#### **2 Key activities**

- Vote by the TA for publication. A member may request, with a justification, a public review and if agreed by the TA the length of the review will be decided. The document then enters the public review process.
- If the vote is positive then there may also be comments which, once agreed by the TA, are incorporated into the document.
- The document is then published and the WG disbanded.

#### **3 Input**

Inputs are the document for review from drafting or change control processes and the criteria for public review of a handbook.

#### **4 Output**

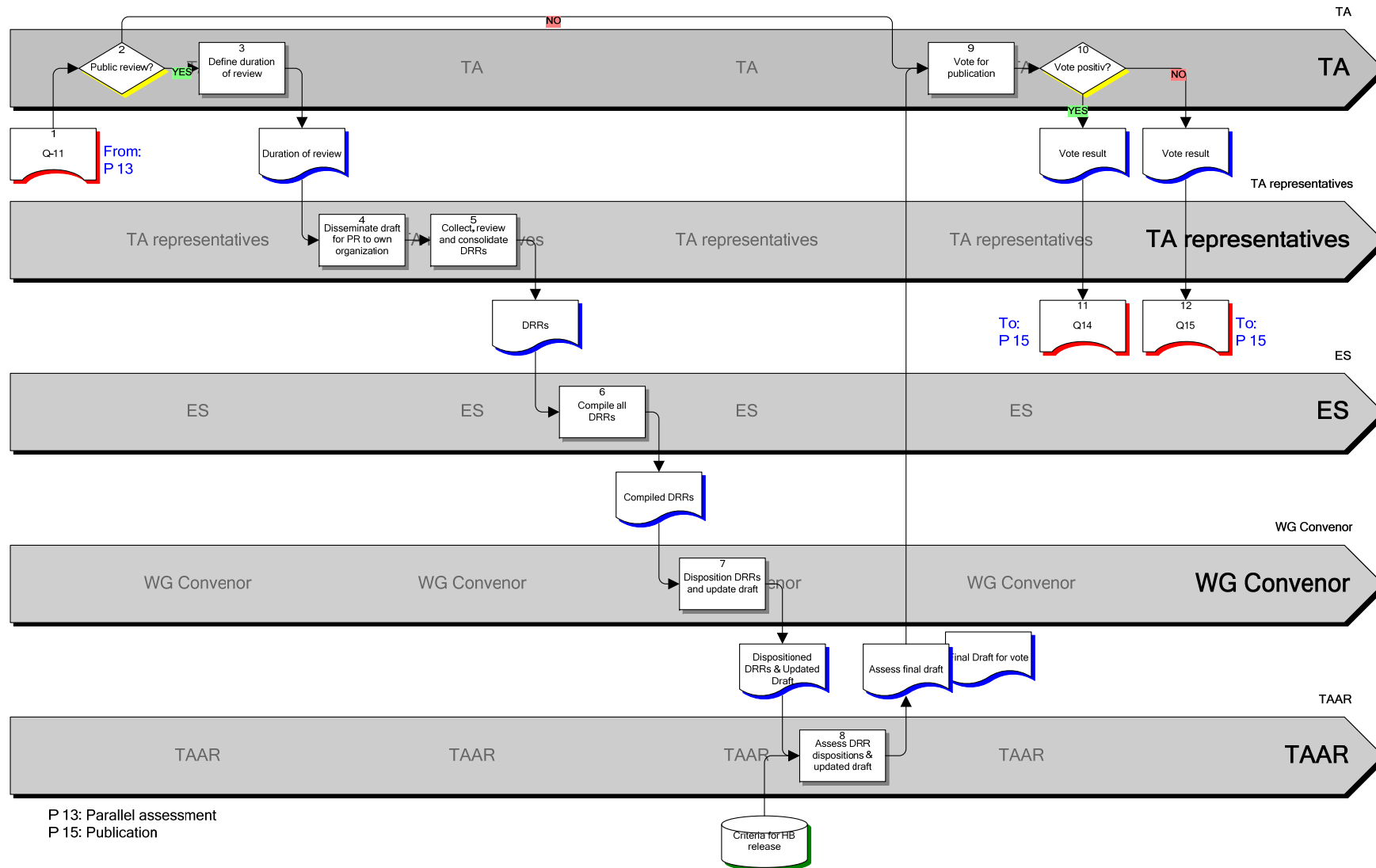
The exit is either to publication process or the public review process, depending on the decision of the TA.

#### **5 Configuration controlled documents of this process**

Updated draft document following TA comment.



### 6.1.6.2 Process Flow Diagram - Handbook release for publication



### 6.1.6.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: Handbook release for publication</b>			
1	<b>Q-11</b> Note: From: Parallel assessment		
	cont. at 2		
2	<b>Public review?</b> Note: The TA shall decide whether to publish as is or with comments or to submit to public review. If it is submitted to public review the TA shall determine the review period.	E = TA V = TA representatives	
	Yes: cont. at 3 No: cont. at 9		
3	<b>Define duration of review</b>	E = TA V = ES V = TA representatives	→ Duration of review
	cont. at 4		
4	<b>Disseminate draft for PR according to their internal procedure</b> Note: Duration of this task is 1 week.	E = TA representatives	← Duration of review
	cont. at 5		
5	<b>Collect, review and consolidate DRRs</b>	E = TA representatives	→ DRRs
	cont. at 6		
6	<b>Compile all DRRs</b>	E = ES	← DRRs → Compiled DRRs
	cont. at 7		
7	<b>Disposition DRRs and update draft</b>	E = WG Convenor I = DiFP I = TAAR I = ES	← Compiled DRRs → Dispositioned DRRs & Updated Draft
	cont. at 8		

---

**8 Assess DRR dispositions & updated draft**

cont. at 9

E = TAAR  
V = DiFP  
V = WG Convenor

← Dispositioned  
DRRs &  
Updated  
Draft

→ Assessment of  
draft

→ Final draft for  
TA vote

---

**9 Vote for publication**

Note: The duration of this task is 2 weeks.

cont. at 10

E = TA  
V = TA representatives

← Assessment of  
draft

← Final draft for  
TA vote

---

**10 Vote positive?**Yes:  
cont. at 11  
No:  
cont. at 12E = TA  
V = TA representatives  
I = ES

→ [Yes] Vote  
result

→ [No] Vote  
result

---

**11 Q-14**

Note: To: Publication

← [Yes] Vote  
result

---

**12 Q-15**

Note: To: Publication

← [No] Vote  
result

## 6.1.7 TM processing

### 6.1.7.1 Process Characteristics

#### 1 Purpose

To make available information to ECSS users which is not suitable for endorsement as an ECSS standard or handbook.

#### 2 Key activities

- A document which is complete is proposed to ECSS for consideration as a TM.
- It is assessed by the relevant TAAR and a recommendation is made as follows:
  - reject
  - consider as suitable for transferring to a standard in the short term
  - not suitable for a standard yet but may be in the future
  - not standard material but contains useful information
- The TA makes a decision based on the recommendation and as a result a NWIP is raised or the document published with a specific disclaimer.
- In all cases the originator is informed.

#### 3 Input

Proposed draft document for consideration for publication

#### 4 Output

If agreed the document could become a standard within 6 months, a NWIP is generated.

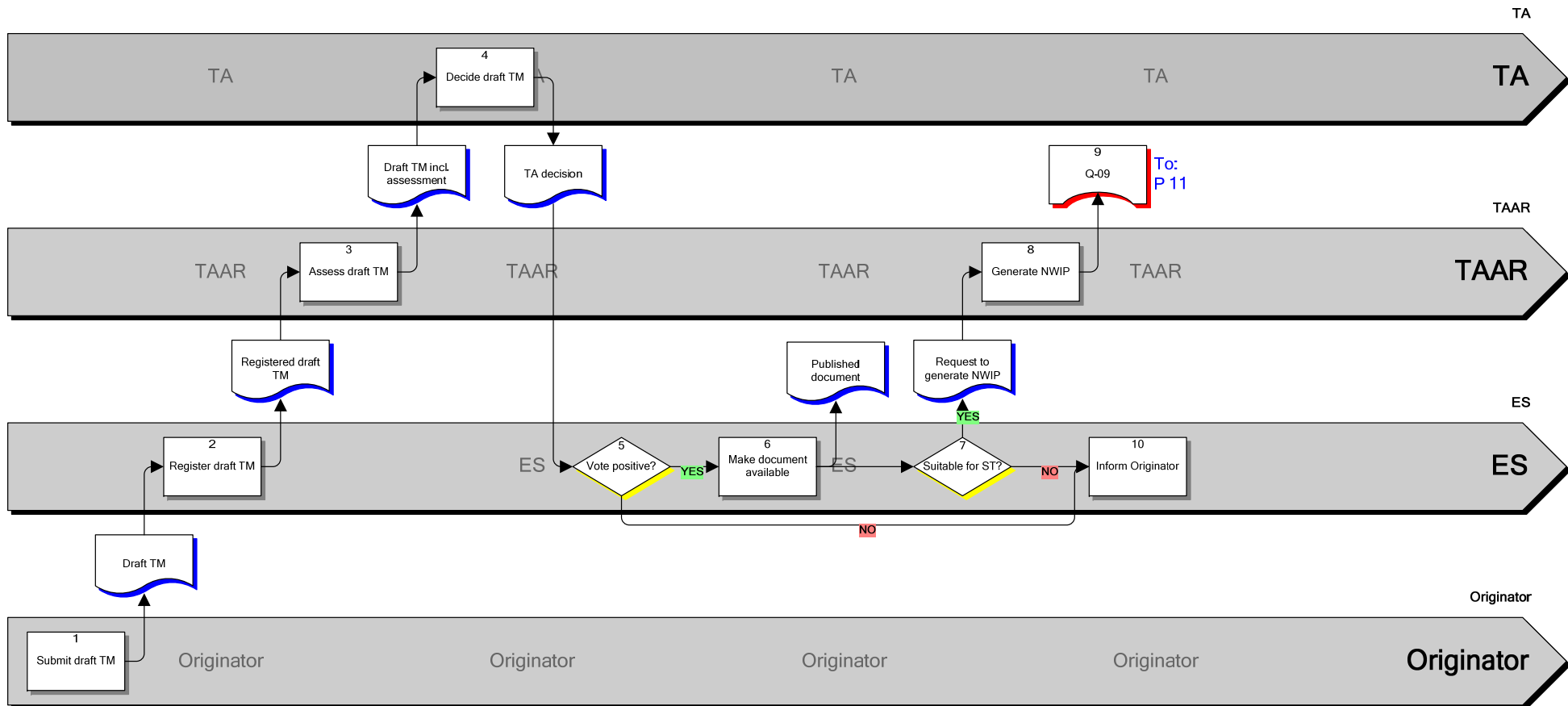
Otherwise, if the document is accepted by the TA as useful, the document is published with a disclaimer.

#### 5 Configuration controlled documents of this process

NWIP

Published document

### 6.1.7.2 Process Flow Diagram - TM processing



P 11: NWIP processing

### 6.1.7.3 Process Flow Description

No	Task	Responsibility	
		E = executing V = is involved I = is informed	← Input → Output
<b>Process: TM processing</b>			
1	<b>Submit draft TM</b>		
cont. at 2		E = Originator I = ES	→ Draft TM
2	<b>Register draft TM</b>		
cont. at 3		E = ES I = DiFP I = TAAR	← Draft TM → Registered draft TM
3	<b>Assess draft TM</b>		
cont. at 4		E = TAAR V = DiFP I = TA	← Registered draft TM → Draft TM incl. assessment
4	<b>Decide draft TM (accept or reject)</b>		
cont. at 5		E = TA I = DiFP I = ES	← Draft TM incl. assessment → TA decision
5	<b>Vote positive?</b>		
Yes: cont. at 6 No: cont. at 10			← TA decision
6	<b>Make document available</b>		
cont. at 7	Note: In case draft TM is suitable for Standard, request TAAR to prepare NWIP	E = ES (ES)	→ Released document
7	<b>Suitable for standard?</b>		
Yes: cont. at 8 No: cont. at 10			→ [Yes] Request to generate NWIP
8	<b>Generate NWIP and make TM available</b>		
cont. at 9			← [Yes] Request to generate NWIP

---

**9**      **Q-09**  
Note:    To: NWIP processing

---

**10**     **Inform Originator**

E = ES (ES)  
I = Originator (Originator)

## 6.1.8 Use of non-ECSS documents in the ECSS system

### 6.1.8.1 Process Characteristics

#### 1 Purpose

The purpose of this process is to decide how documents from other SDOs are included in the ECSS system.

#### 2 Key activities

- Check if the document is of interest to ECSS or referred to in an ECSS document, If neither and it is not considered to be of any interest to include in the ECSS system, the process terminates
- If the document is considered acceptable to use in its entirety as published the TA is informed and no further action is necessary
- Otherwise, a decision is made to either adopt through an adoption notice which specifies the scope of application or to adapt for ECSS use, in which case a CR is raised

#### 3 Input

The input is the publication of a document from another SDO

#### 4 Output

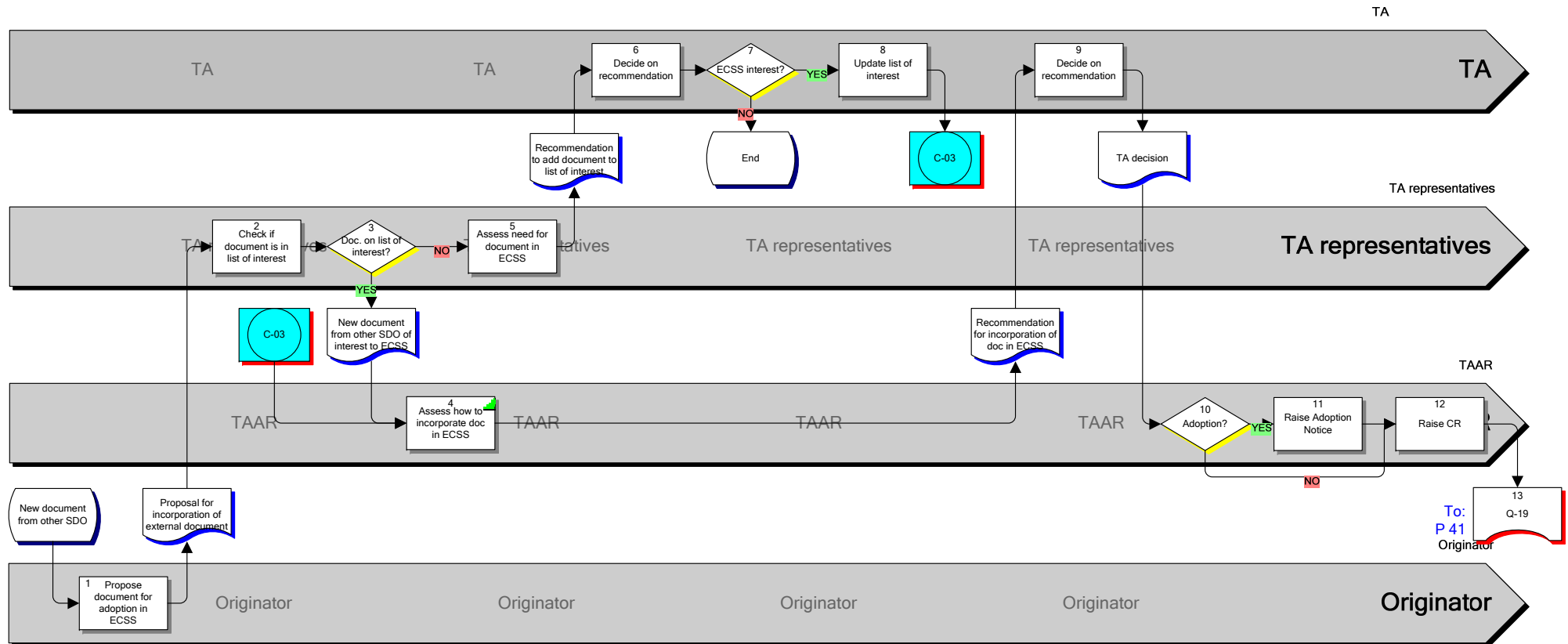
The process terminates if a decision is made to adopt the document or exits to the Change Request Processing process if the decision is to update existing ECSS documents

#### 5 Configuration controlled documents of this process

Change Request  
Documents of ECSS interest (part of Work plan)



### 6.1.8.2 Process Flow Diagram - Use of non-ECSS documents in the ECSS system



**Legend:**

Worksteps

P 41: Change Request processing (1 of 2)

### 6.1.8.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: Incorporation of Non-ECSS standards</b>			
1	<b>Propose document for incorporation in ECSS</b>		
cont. at 2		E = Originator	← New document from other SDO → Proposal for incorporation of external document
2	<b>Check if document is in list of interest</b>		
cont. at 3		E = TA representatives	← Proposal for incorporation of external document
3	<b>Is the document on list of interest to ECSS?</b>		
Yes: cont. at 4 No: cont. at 5		E = TA representatives	→ [Yes] New document from other SDO of interest to ECSS
4	<b>Assess how to incorporate document in ECSS</b>		
	Note: Incorporation can be by: - normative reference within an ECSS standard to the other SDO document - adoption notice		
cont. at 9		E = TAAR	← [Yes] New document of interest → Recommendation for incorporation of document in ECSS
	4.1 <b>Check and define the link(s) of the new document with existing ECSS standards</b>		
	Note: How many ECSS standards need to be updated and to which extend?		
	4.2 <b>Check what is relevant in the new document</b>		
	4.3 <b>Assess to which extend requirements need to be modified or need to be added</b>		
5	<b>Assess need for document in ECSS</b>		
cont. at 6		E = TA representatives V = DoFP V = DiFP V = ES	→ Recommendation to add document to list of interest

---

<b>6</b>	<b>Decide on recommendation</b>		
cont. at 7		E = TA V = TA representatives I = ES	← Recommendation to add document to list of interest
<b>7</b>	<b>ECSS interest?</b>		
Yes: cont. at 8		E = TA	→ [No] End
<b>8</b>	<b>Update list of interest &amp; assign TAAR</b>		
		E = TA V = ES	
<b>9</b>	<b>Decide on recommendation</b>		
Note: Decision can be:			
	- issue CR(s) to ECSS document(s) - issue Adoption notice		
cont. at 10		E = TA V = TA representatives	← Recommendation for incorporation of document in ECSS → TA decision
<b>10</b>	<b>Adoption?</b>		
Yes: cont. at 11 No: cont. at 12			← TA decision
<b>11</b>	<b>Raise Adoption Notice</b>		
cont. at 12			
<b>12</b>	<b>Raise CR</b>		
cont. at 13			
<b>13</b>	<b>Q-19</b>		
Note:	To: Change Request Processing (1 of 2)		

---

## 6.2 Control of WGs

### 6.2.1 Process Characteristics

#### 1 Purpose

The purpose of this process is to ensure that the WG is supported by the TAAR and the TA and that adequate progress reports are provided, analysed and acted upon.

#### 2 Key activities

- The WG convenor submits a report in a standard format (see Annex A) to the TAAR, two weeks before the relevant TA meeting.
- The report is reviewed by the TAAR to determine if there are any issues/problems that need to be resolved. Corrective action is proposed where possible and agreed with the WG convenor for implementation.
- The TAAR generates a report for the TA one week before the meeting and includes agreed actions plus any that need to be referred to the TA for decision together with recommendations.
- If the TAAR concludes that the trend of the WG is such that it is unlikely to discharge its commitments in accordance with the TORs then disbandment may be recommended.
- Following the TA meeting the decisions are implemented by the WG convenor, monitored by the TAAR and the WP status is updated.

#### 3 Input

There are no direct inputs but the process starts at the commencement of drafting; a progress reporting template is provided.

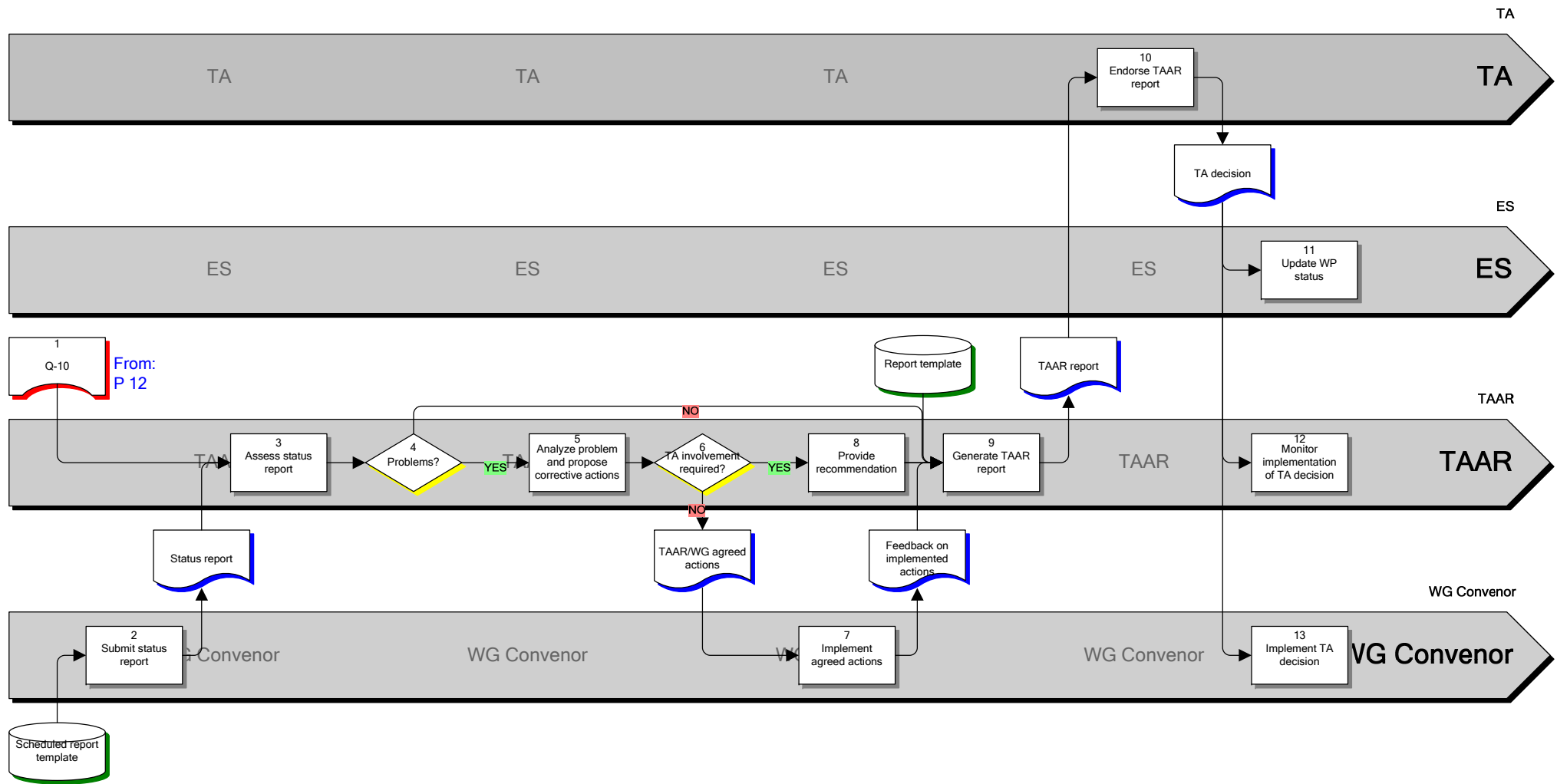
#### 4 Output

The process ends once the document is published.

#### 5 Configuration controlled documents of this process

Annual WP

### 6.2.2 Process Flow Diagram - Control of WGs



P12: Drafting

## 6.2.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: Control of WGs</b>			
1	<b>Q-10</b> Note: From: Drafting		
cont. at 3			
2	<b>Submit status report 2 weeks before TA meeting</b>	E = WG Convenor I = WG I = DiFP I = ES I = TAAR	← Scheduled report template → Status report
cont. at 3			
3	<b>Assess status report</b> Note: In case of Kick-off meeting resulting in updated NWIP - assess the modifications and impact on scope, schedule and resources - report to TA about updated NWIP and ask for TA approval.	E = TAAR	← Status report
cont. at 4			
4	<b>Problems?</b> Note: Problems can be as identified by the WG or by the TAAR.		
Yes: cont. at 5 No: cont. at 9			
5	<b>Analyze problem and propose corrective actions</b>	E = TAAR V = WG Convenor V = DiFP	
cont. at 6			
6	<b>TA involvement required?</b>		→ [No] TAAR/WG agreed actions
Yes: cont. at 8 No: cont. at 7			
7	<b>Implement agreed actions</b>	E = WG Convenor	← [No] TAAR/WG agreed actions
8	<b>Provide recommendation for unresolved problems</b>	E = TAAR	
cont. at 9			

**9 Generate TAAR report 1 week before TA meeting**

- Note: TAAR Report shall contain:
1. Status of WG activity versus Work plan in area of responsibility
  2. Identification of problems that could not be resolved with WG, together with recommendations for TA to decide
  3. Agreed resolution of problems raised by WG
  4. Any other issues to be decided at TA level (e.g. versus SDO)

cont. at 10

E = TAAR (TAAR)  
I = ES (ES)  
I = TA (TA)

← Report template  
→ TAAR report

**10 Endorse TAAR report and decide on recommendations, if any**

cont. at 11  
cont. at 12  
cont. at 13

E = TA

← TAAR report  
→ TA decision

**11 Update WP status**

E = ES

← TA decision

**12 Monitor implementation of TA decision**

E = TAAR

← TA decision

**13 Implement TA decision**

E = WG Convenor  
V = WG

← TA decision

## 6.3 Work plan establishment

### 6.3.1 Process Characteristics

#### **1 Purpose**

The purpose of this process to create and approve the ECSS annual Work plan, update it when necessary and report progress status to the SB.

#### **2 Key activities**

- Create the initial Work plan for TA approval and SB endorsement.
- Update the WP from agreed NWIP and other inputs.
- Report status to the SB.

#### **3 Input**

Guidance from the SB on the items to be considered for the WP and members requirements.  
Reports from the TAARs are inputs to the updating/status reporting.

#### **4 Output**

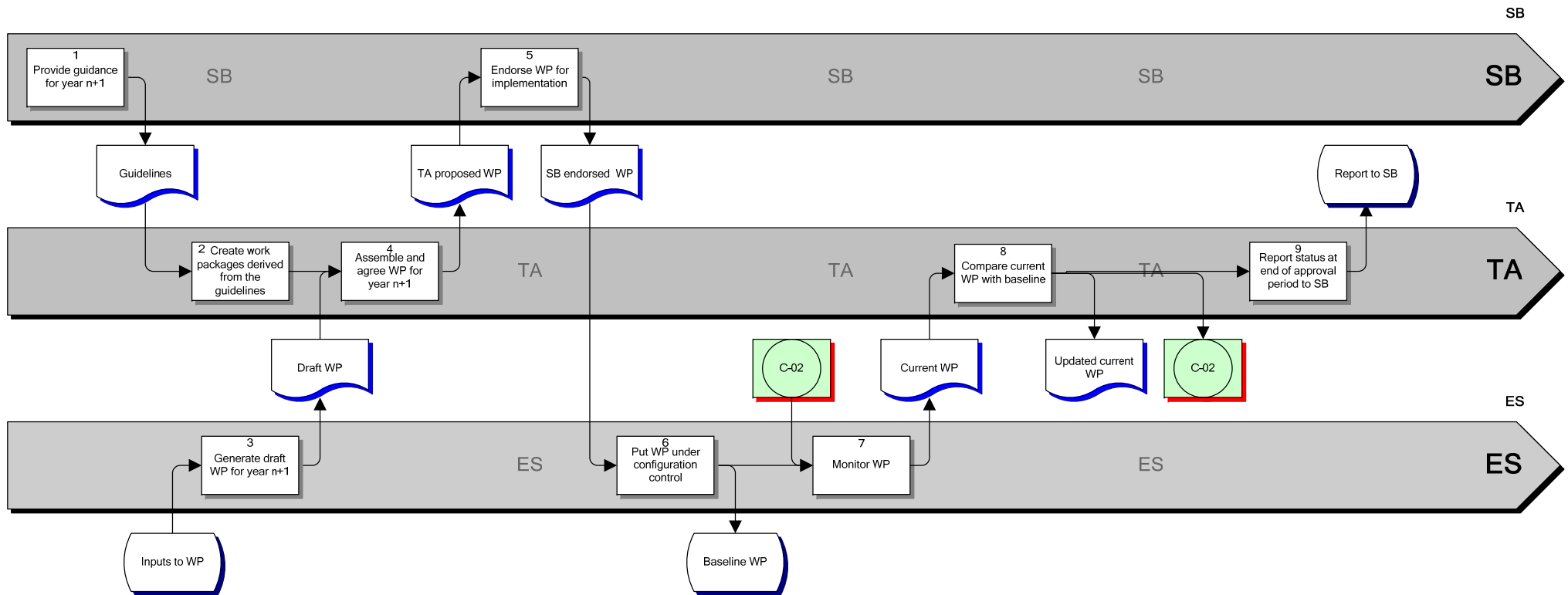
Reports are provided to the SB on a monthly basis with specific issues for action/decision identified.  
The process terminates at the end of the plan period.

#### **5 Configuration controlled documents of this process**

Baseline Work plan  
Current Work plan  
SB reports



### 6.3.2 Process Flow Diagram - Work plan establishment



### 6.3.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: Work plan establishment</b>			
1	Provide guidance for year n+1		
cont. at 2		E = SB I = ES I = TA	→ Guidelines
2	Create work packages derived from the guidelines		
cont. at 4		E = TA	← Guidelines
3	Generate draft WP for year n+1		
cont. at 4	Note: Inputs are: ongoing activities from current WP, activities deferred from current WP, approved NWI and pending NWIPs, and 5 year review.	E = ES I = TA	← Inputs to WP → Draft WP
4	Assemble and agree WP for year n+1		
cont. at 5		E = TA I = SB	← Draft WP → TA approved WP for year n+1
5	Endorse WP for implementation		
cont. at 6		E = SB I = ES I = TA	← TA approved WP for year n+1 → SB endorsed WP
6	Put WP under configuration control and publish		
cont. at 7		E = ES	← SB endorsed WP → Baseline WP
7	Monitor WP		
cont. at 8		E = ES I = TA	→ Current WP

**8 Compare current WP with baseline**

cont. at 9

E = TA  
I = SB

← Current WP  
→ Updated current WP

---

**9 Report status at end of approval period to SB**

E = TA  
I = SB

→ Report to SB

## 6.4 Change request processing

### 6.4.1 Process Characteristics

#### 1 Purpose

The purpose of this process is to assess proposed changes to published ECSS documents and recommend a course of action, ensuring synchronization with other requests/activities to the same or related documents.

#### 2 Key activities

- TAAR analyse the CR together with similar CRs from the log and recommend to accept or reject
- TA decides if a WG is necessary and if so the TAAR raises a NWIP
- If a WG is not considered necessary the document is revised and a check is then made to ensure that it can be published independently otherwise it is deferred until other associated documents are also ready. In the latter case all documents are published simultaneously
- At all relevant stages the CR log is updated by the ES

#### 3 Input

Change request (CR) from any ECSS user, using the ECSS CR form (see Annex A).

Change Requests from Agencies must come from the respective TA Representative. All CRs not received from the Agency TA Representative shall be forwarded by the Secretariat to the respective TA Rep for endorsement and official submission to ECSS for registration as CR.

CRs from industry will be directly logged by the ES as a CR and forwarded to TAAR for disposition according to the procedure.

#### 4 Output

There are four possible exits:

For a CR which is accepted and can be incorporated into a single document without other constraints (other CRs, related documents which need updating) exit is to the Publication process.

Where synchronization of CRs or documents is necessary the document is put on hold.

For CRs with significant impact a NWIP is raised and exit is to the NWIP process.

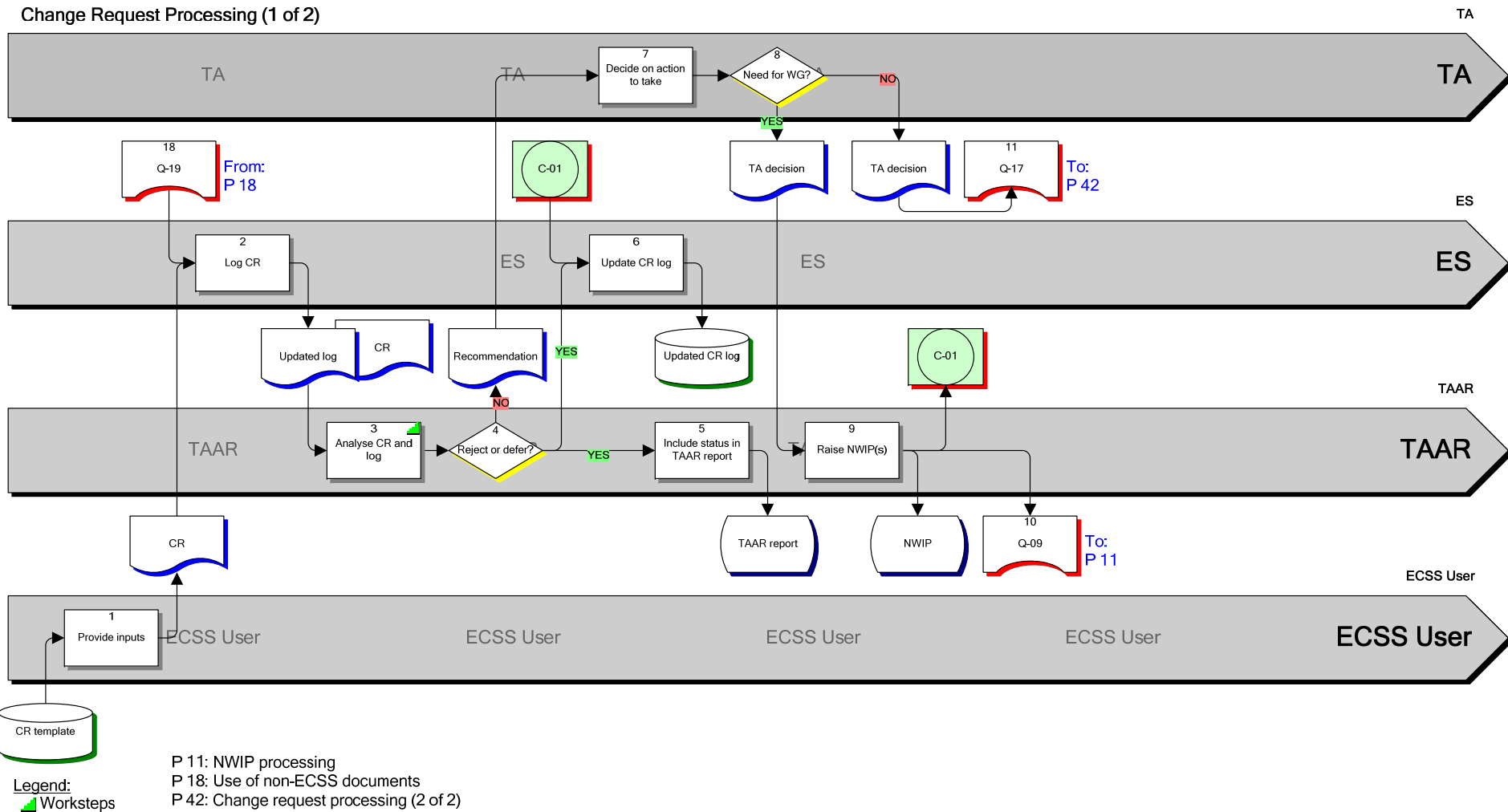
If the CR is rejected the process is terminated after update of the CR log.

#### 5 Configuration controlled documents of this process

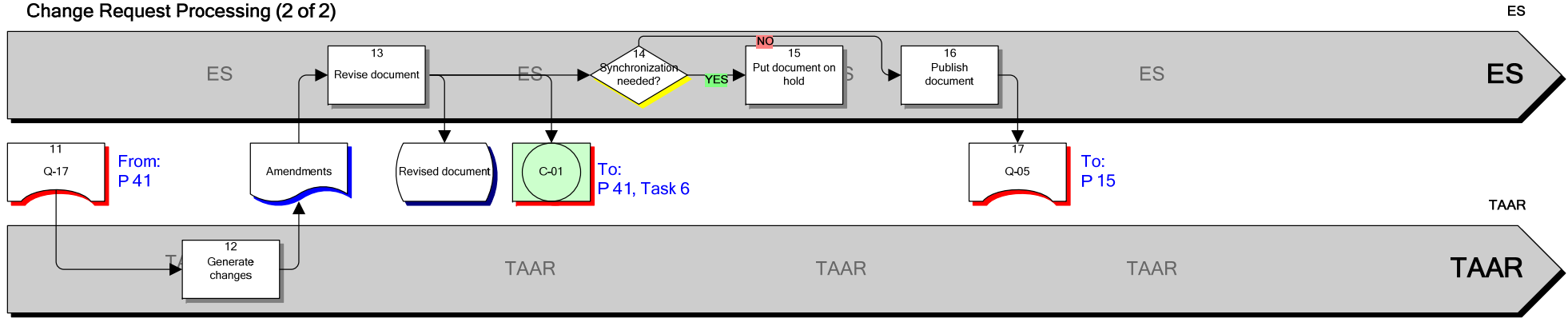
NWIP  
CR log  
Revised document

### 6.4.2 Process Flow Diagram - Change request processing

Change Request Processing (1 of 2)



Change Request Processing (2 of 2)



P 15: Publication  
P 41: Change request processing (1 of 2)



### 6.4.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: Change request processing (1 of 2)</b>			
1	<b>Provide inputs</b>		
cont. at 2		E = Originator	← CR template → CR
2	<b>Log CR</b>		
	Note: Change Requests from Agencies must come from the respective TA Representative. All CRs not received from the Agency TA Representative shall be forwarded by the Secretariat to the respective TA Representative for endorsement and official submission to ECSS for registration as CR.		
	CRs from industry will be directly logged by the ES as a CR and forwarded to TAAR for disposition according to the procedure.		
cont. at 3		E = ES (ES)	← CR → CR → Updated log
3	<b>Analyse CR and log</b>		
	Note: If CR is received during ongoing update of ECSS document, TAAR and WG convenor shall analyse and decide if incorporation is covered by scope of the WG and does not delay the activity.		
cont. at 4		E = TAAR V = DoFP V = DiFP I = ES I = TA	← CR ← Updated log
	3.1 Assess amount of change necessary		
	3.2 Assess impact of change on document and ECSS system and potentially generate new CR		
	3.3 Asses urgency to notify change in published document		
	3.4 If result of assessment is to reject or defer, inform ES and include status in TAAR report		
	3.5 If result of assessment is to accept, generate recommendation to TA including - identification of modification to document - impact on other documents, if any		
	Note: Recommendation shall include identification of modification to the document and impact to the ECSS system (if any).		
4	<b>Reject or defer?</b>		
Yes: cont. at 5 cont. at 6			→ [No] Recommendation
No: cont. at 7			
5	<b>Include status in TAAR report</b>		
		E = TAAR	→ TAAR report

<b>6</b>	<b>Update CR log and inform originator of CR</b>	E = ES I = Originator	→ Updated CR log
<b>7</b>	<b>Decide on action to take</b>	E = TA I = DoFP I = DiFP	← [No] Recommendation
<b>8</b>	<b>Need for WG?</b>	E = TA	→ [Yes] TA decision Set up WG with new NWIP limited to the TA decision derived from the TAAR recommendation → [No] TA decision Instruct TAAR to get on with document update and define target date for issue
<b>9</b>	<b>Raise NWIP(s)</b>	E = TAAR V = DoFP V = DiFP	← [Yes] TA decision Set up WG with new NWIP limited to the TA decision derived from the TAAR recommendation → NWIP
<b>10</b>	<b>Q-09</b>		
	Note: To: NWIP processing		
<b>11</b>	<b>Q-17</b>		← [No] TA decision Instruct TAAR to update document and define target date for issue
	Note: To: Change request processing (2 of 2)		
<b>Process: Change request processing (2 of 2)</b>			
<b>11</b>	<b>Q-17</b>		
	Note: From: Change request processing (1 of 2)		
<b>12</b>	<b>Generate changes</b>	E = TAAR	→ Amendments



---

<b>13</b>	<b>Update document to a new revision and update change log of document</b>	
	Note: If the revised document needs to be synchronised with the update of affected documents, the publication needs to be delayed until the affected documents are approved for publication.	
cont. at 14		E = ES
		 Amendments
		 Revised document with change log for TA approval
<b>14</b>	<b>Synchronization needed?</b>	
Yes: cont. at 15		E = ES
No: cont. at 16		V = DiFP
		V = TAAR
<b>15</b>	<b>Put document on hold</b>	
		E = ES
<b>16</b>	<b>Publish document</b>	
cont. at 17		E = ES
<b>17</b>	<b>Q-05</b>	
Note:	To: Publication	
<b>18</b>	<b>Q-19</b>	
cont. at 2	Note: From: Use of non-ECSS documents	

---

## **6.5 Relationships with other SDOs**

### **6.5.1 ECSS-ESCC coordination**

#### **6.5.1.1 Process Characteristics**

This process is applicable to the ECSS-Q-60 discipline for those standards which are developed by ESCC. It is identical to the process of development of a standard except that actors are different and some process steps added. It is defined in the step by step process agreed between the Space Components SB and the ECSS SB, with updated ECSS responsibilities. See Annex A.

For this process a detailed process flow diagram and process description have not been established.

## 6.5.2 ECSS-CCSDS coordination

### 6.5.2.1 CCSDS NWI proposal & assessment

#### 6.5.2.1.1 Process Characteristics

##### **1 Purpose**

To propose to CCSDS new work items which ECSS believes are better developed in the CCSDS system.

To evaluate CCSDS work items to see if ECSS has an interest.

To ensure that items of interest are either tracked through the CCSDS process or raised as ECSS new work items if CCSDS do not have any interest.

##### **2 Key activities**

- From the ECSS NWIP generate the necessary documents to propose to CCSDS as a NWIP.
- On receipt of CCSDS NWIP, if not originally from ECSS the TA decides if ECSS has an interest in the development and if so informs CCSDS.
- By comparing the CCSDS voting results on proposed new documents with the proposed ECSS CCSDS NWIP the WP is updated to either acknowledge the CCSDS development or generate an ECSS NWIP if CCSDS decide not to proceed.

##### **3 Input**

An ECSS NWIP which is assessed as being developed through the CCSDS process.  
A CCSDS NWI

##### **4 Output**

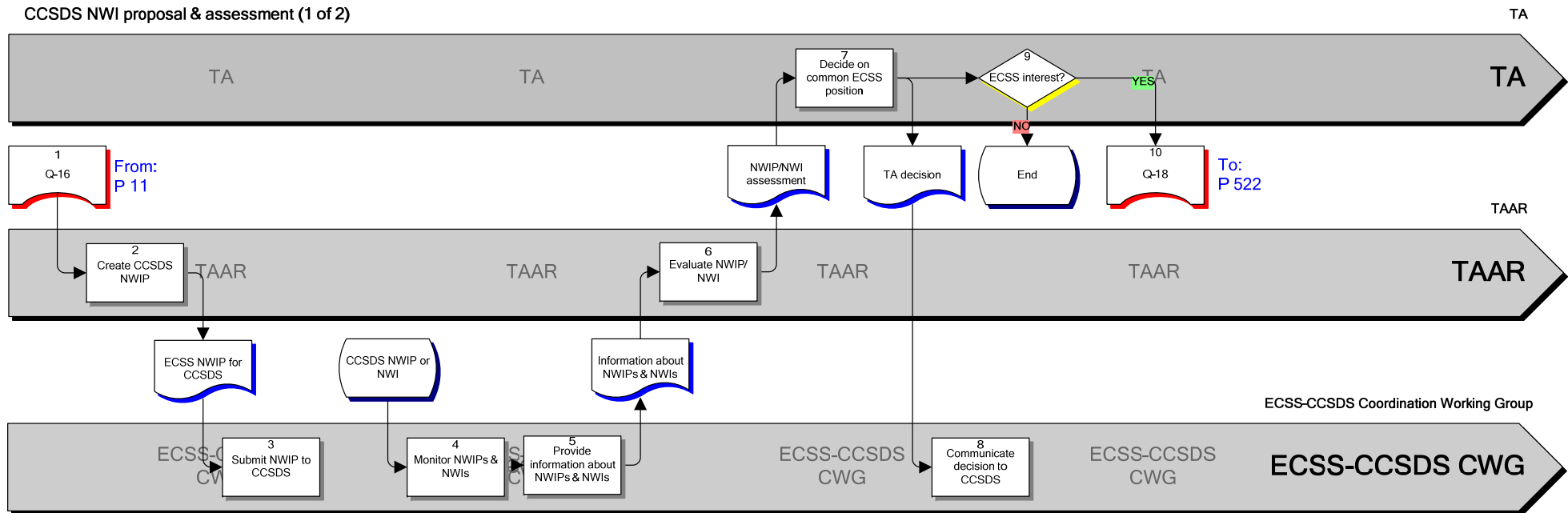
CCSDS NWIP generated from ECSS NWIP  
Updated WP  
ECSS NWIP (if CCSDS decision is not to proceed with a NWIP in CCSDS)

##### **5 Configuration controlled documents of this process**

CCSDS NWIP  
ECSS NWIP  
CCSDS list of interest (part of the Work plan)

6.5.2.1.2 Process Flow Diagram - CCSDS NWI proposal & assessment

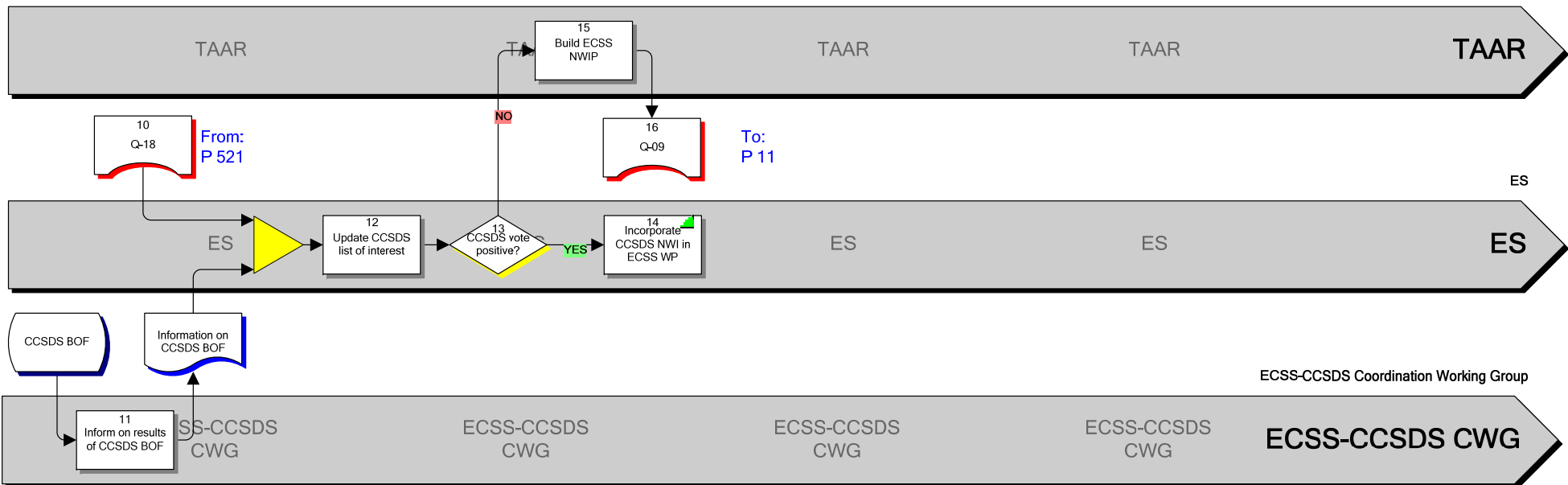
CCSDS NWI proposal & assessment (1 of 2)



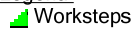
P 11: NWIP processing  
P 522: CCSDS NWI proposal & assessment (2 of 2)

CCSDS NWI proposal & assessment (2 of 2)

TAAR













Legend:



P 11: NWIP processing

P 521: CCSDS NWI proposal & assessment (1 of 2)

6.5.2.1.3 Process Flow Description

No	Task	Responsibility	 Input  Output
<b>Process: CCSDS NWI proposal &amp; assessment (1 of 2)</b>			
1	<b>Q-16</b> Note: From: NWIP processing		
cont. at 2			
2	<b>Create CCSDS NWIP</b>	E = TAAR I = ES	 ECSS NWIP for CCSDS
cont. at 3			
3	<b>Submit NWIP to CCSDS</b>	E = ECSS-CCSDS CWG	 ECSS NWIP for CCSDS
4	<b>Monitor NWIPs and NWIs</b>	E = ECSS-CCSDS CWG	 CCSDS NWIP or NWI
cont. at 5			
5	<b>Provide information about NWIPs and NWIs (including due date for vote)</b>	E = ECSS-CCSDS CWG	 Information about NWIPs & NWIs
cont. at 6			
6	<b>Evaluate NWIP/NWI for merits and necessity for ECSS</b> Note: Criteria for evaluation are: a. NWIP/NWI of interest to ECSS (if of interest, add to list of items of interest to ECSS)? b. Subject of document is missing in ECSS and this situation is best recovered in CCSDS c. Expertise to produce document is not available in ECSS d. Impact on ECSS System If TAAR is not responsible for the subject of NWIP, TAAR shall forward the NWIP to TA, for proper assignment of task of evaluation.	E = TAAR V = DiFP I = ECSS-CCSDS CWG I = ES	 Information about NWIPs & NWIs  NWIP/NWI assessment
cont. at 7			
7	<b>Decide on common ECSS position</b> Note: ECSS position can be: a. add CCSDS NWIP to list of items of interest to ECSS b. no ECSS interest	E = TA V = TA representatives I = ECSS-CCSDS CWG I = ES	 NWIP/NWI assessment  TA decision
cont. at 8 cont. at 9			

<b>8</b>	<b>Communicate decision to CCSDS</b>	E = ECSS-CCSDS CWG V = ES I = TAAR	← TA decision
<b>9</b>	<b>ECSS interest?</b>	E = TA	→ [No] End
Yes: cont. at 10			
<b>10</b>	<b>Q-18</b>	Note: To: CCSDS NWI proposal & assessment (2 of 2)	
<b>Process: CCSDS NWI proposal &amp; assessment (2 of 2)</b>			
<b>10</b>	<b>Q-18</b>	Note: From: CCSDS NWI proposal & assessment (1 of 2)	
cont. at 12			
<b>11</b>	<b>Inform on results of CCSDS BOF</b>	E = ECSS-CCSDS CWG I = ES I = TA	← CCSDS BOF → Information on CCSDS BOF
cont. at 12			
<b>12</b>	<b>Update CCSDS list of interest</b>	Note: The relationship between the CCSDS item and the ECSS Discipline is included via the TA	
cont. at 13			
<b>13</b>	<b>CCSDS vote positive?</b>	E = ES V = TA	← Information on CCSDS BOF
Yes: cont. at 14 No: cont. at 15			
<b>14</b>	<b>Incorporate CCSDS NWI in ECSS WP</b>	E = ES	
	14.1	Incorporate CCSDS NWI in ECSS WP	
	14.2	Update ECSS membership list	
	14.3	Inform nominated members	
<b>15</b>	<b>Build ECSS NWIP</b>	E = TAAR V = DiFP I = ES	
cont. at 16			
<b>16</b>	<b>Q-09</b>	Note: To: NWIP processing	

## **6.5.2.2 CCSDS document review**

### 6.5.2.2.1 Process Characteristics

#### **1 Purpose**

To review from an ECSS point of view CCSDS documents and provide comments

#### **2 Key activities**

- If the received review document is on the list of ECSS documents on interest a report is created by the ECSS POC detailing any relevant information to the review from an ECSS perspective. It is sent with the review package to TA representatives of those member organizations who are not also members of CCSDS for comment.
- Received comments are consolidated by the relevant TAAR and sent to CCSDS for disposition. The results are followed up by the ECSS Coordination WG.

#### **3 Input**

CCSDS document review package

#### **4 Output**

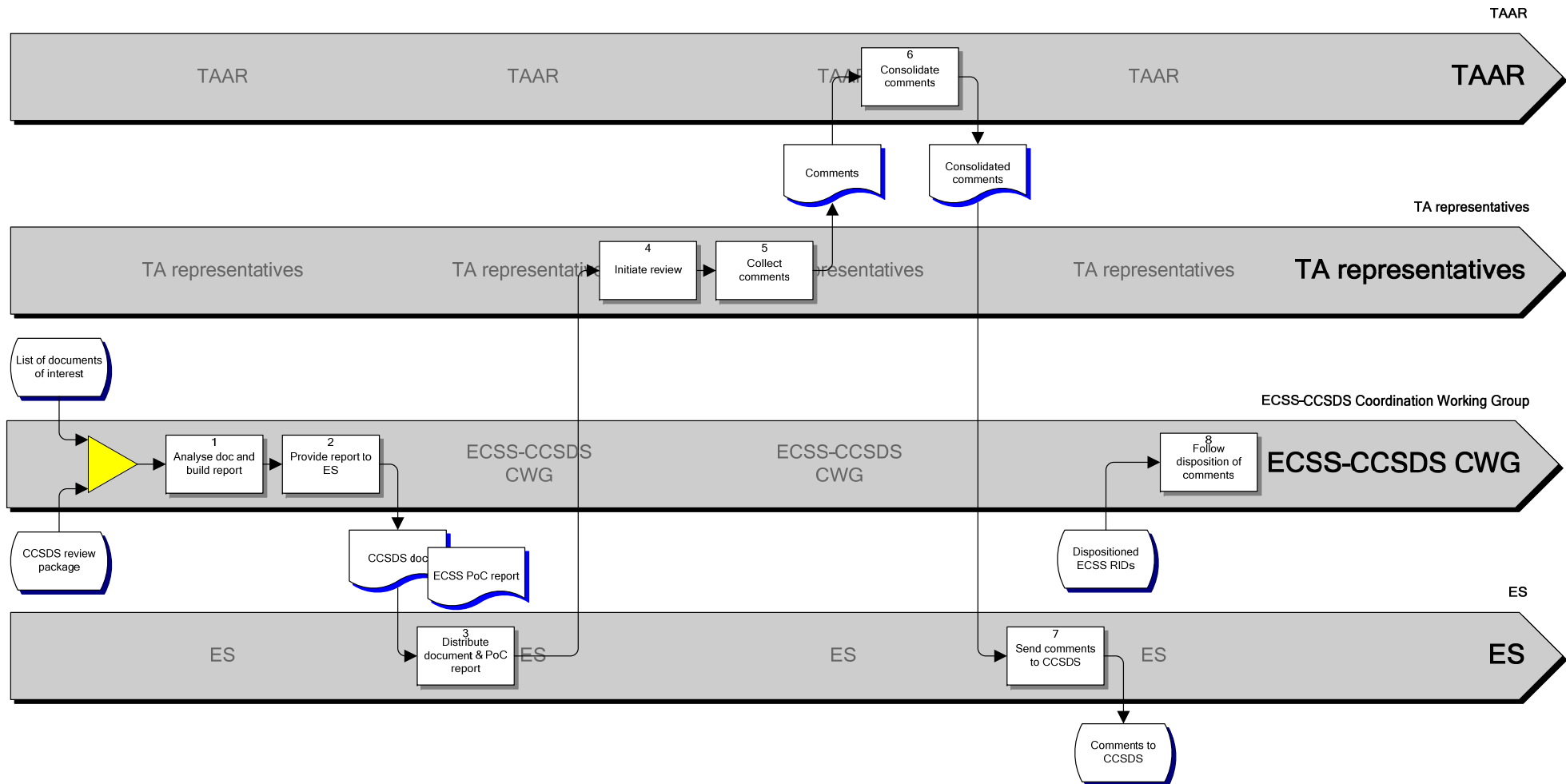
ECSS consolidated comments

#### **5 Configuration controlled documents of this process**

Consolidated comments  
ECSS POC document report



6.5.2.2.2 Process Flow Diagram - CCSDS document review



### 6.5.2.2.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	← Input → Output
<b>Process: CCSDS document review</b>			
1	<b>Analyse document and build report</b> Note: Provide assessment of status of the document and identify issues if any.  Provide visibility on how ECSS comments from previous review cycles were dispositioned.	E = ECSS-CCSDS CWG V = DiFP V = TAAR	← CCSDS review package
cont. at 2			
2	<b>Provide report to ES</b> Note: 2 weeks after reception	E = ECSS-CCSDS CWG I = ES	→ CCSDS doc → ECSS PoC report
cont. at 3			
3	<b>Distribute review package to ECSS members (excluding CCSDS member agencies)</b>	E = ES I = TA representatives	← CCSDS doc ← ECSS PoC report
cont. at 4			
4	<b>Initiate review within own organization</b>	E = TA representatives	
cont. at 5			
5	<b>Collect comments and provide to TAAR</b> Note: To be completed 4 weeks before CCSDS deadline.	E = TA representatives I = TAAR	→ Comments
cont. at 6			
6	<b>Consolidate comments</b> Note: Duration is 4 weeks.  In case of conflict resolve with PoC who will involve Coordination WG as necessary.	E = TAAR V = DiFP I = ECSS-CCSDS CWG I = ES	← Comments → Consolidated comments
cont. at 7			

**7 Send comments to CCSDS**

Note: Copy to TA

cont. at 8

E = ESCWG

I = TA



Consolidated  
comments

---

**8 Follow disposition of comments**

Note: CWG to submit dispositioned RIDs to ES for distribution to TA Reps for eventual feedback.  
In case TA Reps disagree with dispositions made, CWG to submit feedback to CCSDS.

E = ECSS-CCSDS CWG

## 6.5.3 ECSS-ISO coordination

### 6.5.3.1 ISO NWI proposal & assessment

#### 6.5.3.1.1 Process Characteristics

#### **1 Purpose**

The purpose of this process is to:

- monitor ISO New Work Items and decide the level of ECSS involvement, if any
- propose ISO NWIs from ECSS NWIP

#### **2 Key activities**

- If entry is from the ECSS NWIP process an ISO NWIP is raised by the TAAR and sent to ISO
- The item is evaluated by the TAAR and a recommendation regarding ECSS involvement is made to the TA
- The TA decides to either
  - fully cooperate with ISO development and become involved in the WG or
  - proceed with independent ECSS action through a NWIP or CR or
  - stop or amend the ISO activity because it conflicts with ECSS documents or principles
  - take no action
- Where relevant, the ISO POC and the European national delegate bodies are informed of the ECSS position

#### **3 Input**

ISO NWIP or NWI or an ECSS NWIP

#### **4 Output**

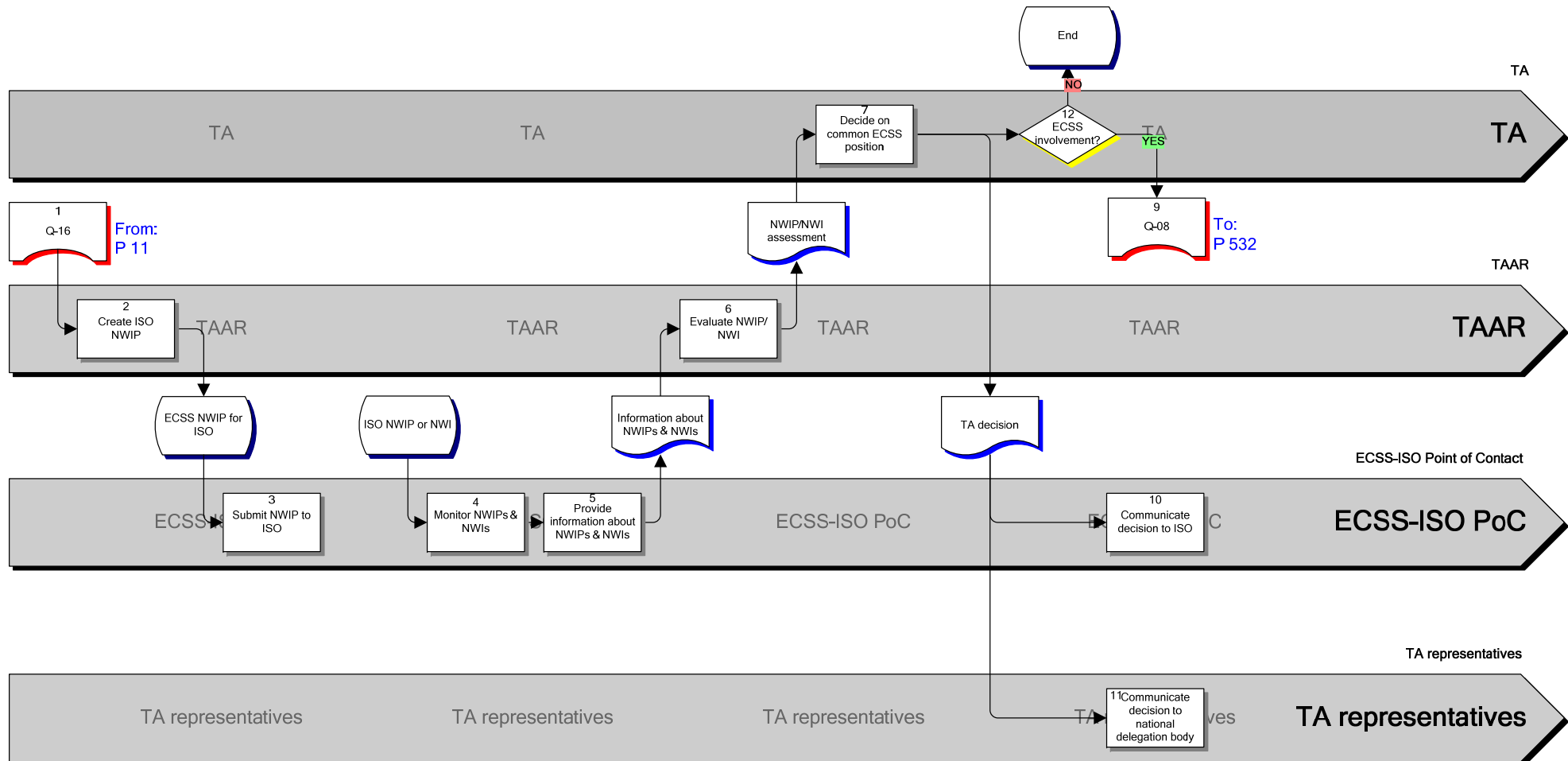
There are four primary exit points:

- NWIP is submitted to ISO.
- If the decision is to be fully involved in the ISO development (and this will always be the case for ECSS generated NWIP) exit is to the ISO WG process.
- If it is decided not to be fully involved but that an ECSS document should be created or amended exit is to the NWIP or Change Request Processing process.
- If it is decided that no ECSS action is required or action needs to be taken to stop the ISO NWI/NWIP the process is terminated and the ISO point of contact informed.

#### **5 Configuration controlled documents of this process**

ISO NWIP  
ECSS NWIP or CR

6.5.3.1.2 Process Flow Diagram - ISO NWI proposal & assessment



P 11: NWIP processing  
P 532: ISO WG participation

### 6.5.3.1.3 Process Flow Description

No	Task	Responsibility	
		E = executing V = is involved I = is informed	← Input → Output
<b>Process: ISO NWI proposal &amp; assessment</b>			
1	<b>Q-16</b> Note: From: NWIP processing		
cont. at 2			
2	<b>Create ISO NWIP</b>	E = TAAR V = TA I = ECSS-ISO PoC	→ ECSS NWIP for ISO
cont. at 3			
3	<b>Submit NWIP to ISO</b>	E = ECSS-ISO PoC I = ES I = TA	← ECSS NWIP for ISO
cont. at 5			
4	<b>Monitor ISO NWIPs and NWIs</b>	E = ECSS-ISO PoC	← ISO NWIP or NWI
cont. at 6			
5	<b>Provide information about NWIPs and NWIs (including due date for vote)</b>	E = ECSS-ISO PoC I = TA representatives I = DiFP I = ES I = TAAR	→ Information about NWIPs & NWIs
cont. at 7			
6	<b>Evaluate NWIP/NWI for merits and necessity for ECSS</b> Note: Criteria for evaluation are: a. NWIP/NWI of interest to ECSS (if of interest, add to list of items of interest to ECSS)? b. Subject of document needs international standardization c. Subject of document is missing in ECSS and this situation is best recovered in other SDO d. Expertise to produce document is not available in ECSS e. Active involvement in WG (estimated level of resources)? f. ECSS Leadership? g. Impact on ECSS System If TAAR is not responsible for the subject of NWIP, TAAR shall forward the NWIP to TA, for proper assignment of task of evaluation.	E = TAAR V = DoFP V = DiFP I = TA	← Information about NWIPs & NWIs → NWIP/NWI assessment

---

**7 Decide on common ECSS position vis-à-vis ISO**

- Note: ECSS position can be:
- add ISO NWIP to list of items of interest to ECSS and decide on
    - ECSS involvement in WG,
    - ECSS leadership
    - confirmation/allocation of TAAR
  - no involvement in ISO (but can raise CR or NWIP in ECSS)
  - potential conflict with ECSS system therefore need to influence NWIP (try to stop ISO activity)

cont. at 10  
cont. at 11  
cont. at 12

E = TA  
I = ECSS-ISO PoC  
I = ES

← NWIP/NWI  
assessment  
→ TA decision

---

**8 ECSS involvement/leadership?**

Yes:  
cont. at 9

→ [No] End

---

**9 Q-08**

Note: To: ISO WG participation

---

**10 Communicate decision to ISO**

E = ECSS-ISO PoC

← TA decision

---

**11 Communicate decision to national delegation body**

E = TA representatives

← TA decision

---

## 6.5.3.2 ISO WG participation

### 6.5.3.2.1 Process Characteristics

#### 1 Purpose

The purpose of this process is to decide the ECSS representation in the ISO WG.

#### 2 Key activities

- For ISO projects which proceed decide on the participation from ECSS based on the proposals from TA members and inform the ISO POC.
- If it is decided by ISO not to proceed then, as ECSS has already decided the project is of interest, an ECSS NWIP is raised.
- Update the ECSS WP to include the new activity.

#### 3 Input

Decision from the ISO NWI proposal and assessment process to participate to the ISO WG or the results of an ISO ballot on a NWIP.

#### 4 Output

The process terminates when the participant(s) to the ISO WG are agreed by the TA and the ISO POC informed. In the case where a decision to participate has been made but the ISO NWIP is not accepted by SC14, exit is to the ECSS NWIP process.

#### 5 Configuration controlled documents of this process

ISO items of interest (part of Work plan)

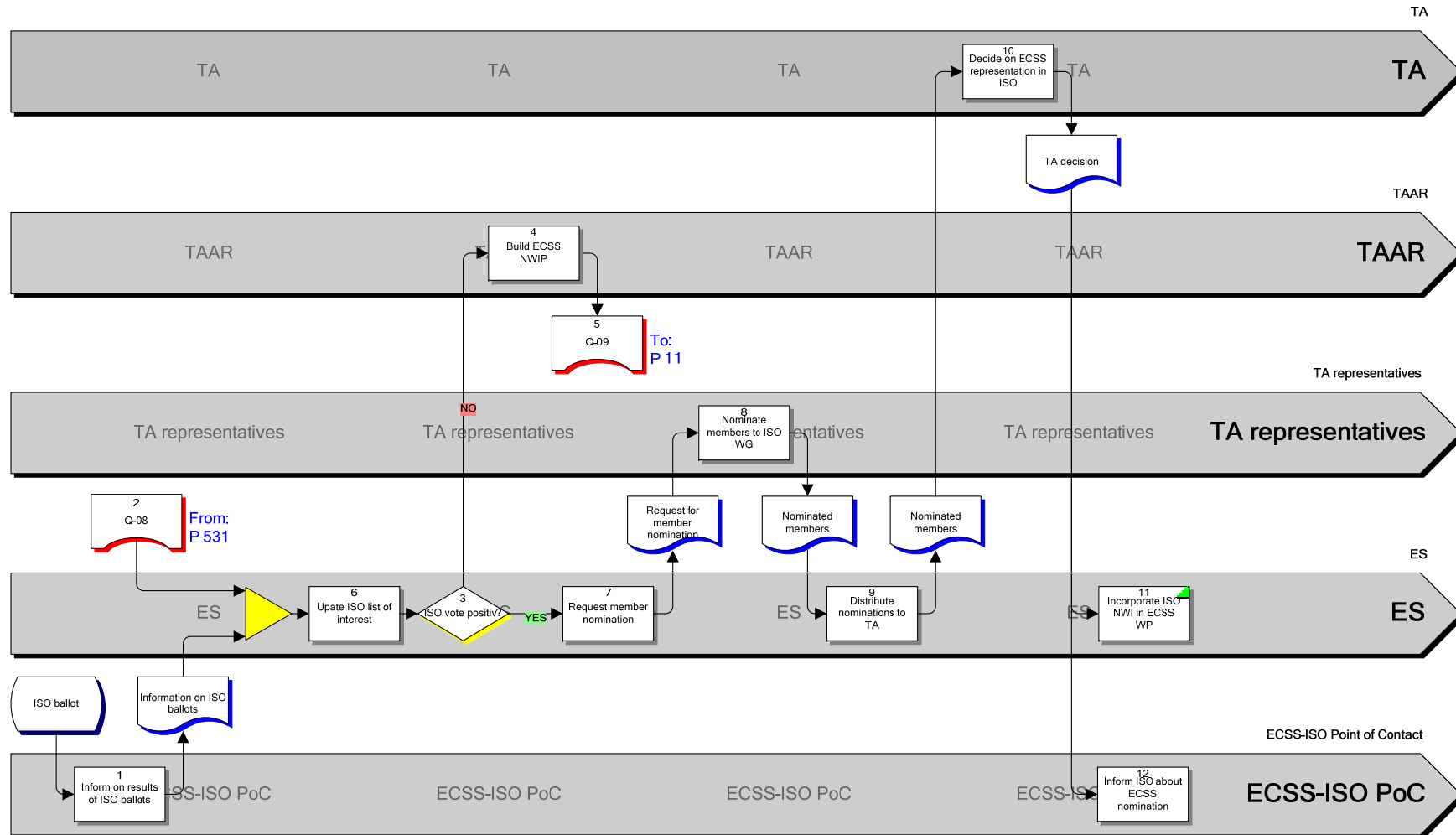
NWIP

ECSS WP

ECSS list of WG members (including any mirror WG or ECSS representative in ISO)



6.5.3.2.2 Process Flow Diagram - ISO WG participation



Legend:  
 Worksteps  
 P 11: NWIP processing  
 P 531: ISO NWI proposal & assessment

### 6.5.3.2.3 Process Flow Description

No	Task	Responsibility	
		E = executing V = is involved I = is informed	← Input → Output
<b>Process: ISO WG participation</b>			
1	<b>Inform on results of ISO ballots</b>		
cont. at 6		E = ECSS-ISO Point of Contact I = ES I = TA	← ISO ballot → Information on ISO ballots
2	<b>Q-08</b>		
cont. at 6	Note: From: ISO NWI proposal & assessment		
3	<b>ISO vote positive?</b>		
Yes: cont. at 7 No: cont. at 4			
4	<b>Build ECSS NWIP</b>		
cont. at 5		E = TAAR V = DiFP	
5	<b>Q-09</b>		
	Note: To: NWIP processing		
6	<b>Update ISO list of interest</b>		
cont. at 3	Note: If approved update list with new ISO reference number. If disapproved delete from list.	E = ES	← Information on ISO ballots
7	<b>Request member nomination to ISO WG (or WG lead)</b>		
cont. at 8		E = ES I = TA representatives	→ Request for member nomination
8	<b>Nominate members to ISO WG</b>		
cont. at 9		E = TA representatives	← Request for member nomination → Nominated members
9	<b>Distribute nominations to TA</b>		
cont. at 10		E = ES I = DiFP I = TA	← Nominated members → Nominated members

---

**10 Decide on ECSS representation in ISO**

Note: Decisions are:

- a. ECSS member(s) in ISO WG (with identified leader, called ECSS spokesperson)
- b. ECSS mirror WG and membership (led by ECSS spokesperson)
- c. need for ECSS convenor in ISO WG (led by ECSS spokesperson)

cont. at 11  
cont. at 12E = TA  
I = DiFP  
I = ES← Nominated  
members  
→ TA decision

---

**11 Incorporate ISO NWI in ECSS WP**

E = ES

← TA decision

- 11.1 Incorporate ISO NWI in ECSS WP
- 11.2 Update ECSS membership list
- 11.3 Inform nominated members

---

**12 Inform ISO about ECSS nomination**

E = ECSS-ISO Point of Contact

← TA decision

### **6.5.3.3 ISO document review**

#### 6.5.3.3.1 Process Characteristics

##### **1 Purpose**

The purpose of this process is to identify ISO documents which are received for review and are already noted as of interest to ECSS and then conduct the review.

##### **2 Key activities**

- Check if the enquiry involves a document on the list of items of interest.
- If so, the ECSS ISO representative analyses the document and provides a report to the TA representatives via the ES, including the deadline for comment, prior to initiating a review.
- The nominated TAAR consolidates the comments which are then sent to ISO for disposition.
- The ECSS representative monitors the disposition and reports any resulting issues.

##### **3 Input**

ISO enquiry.

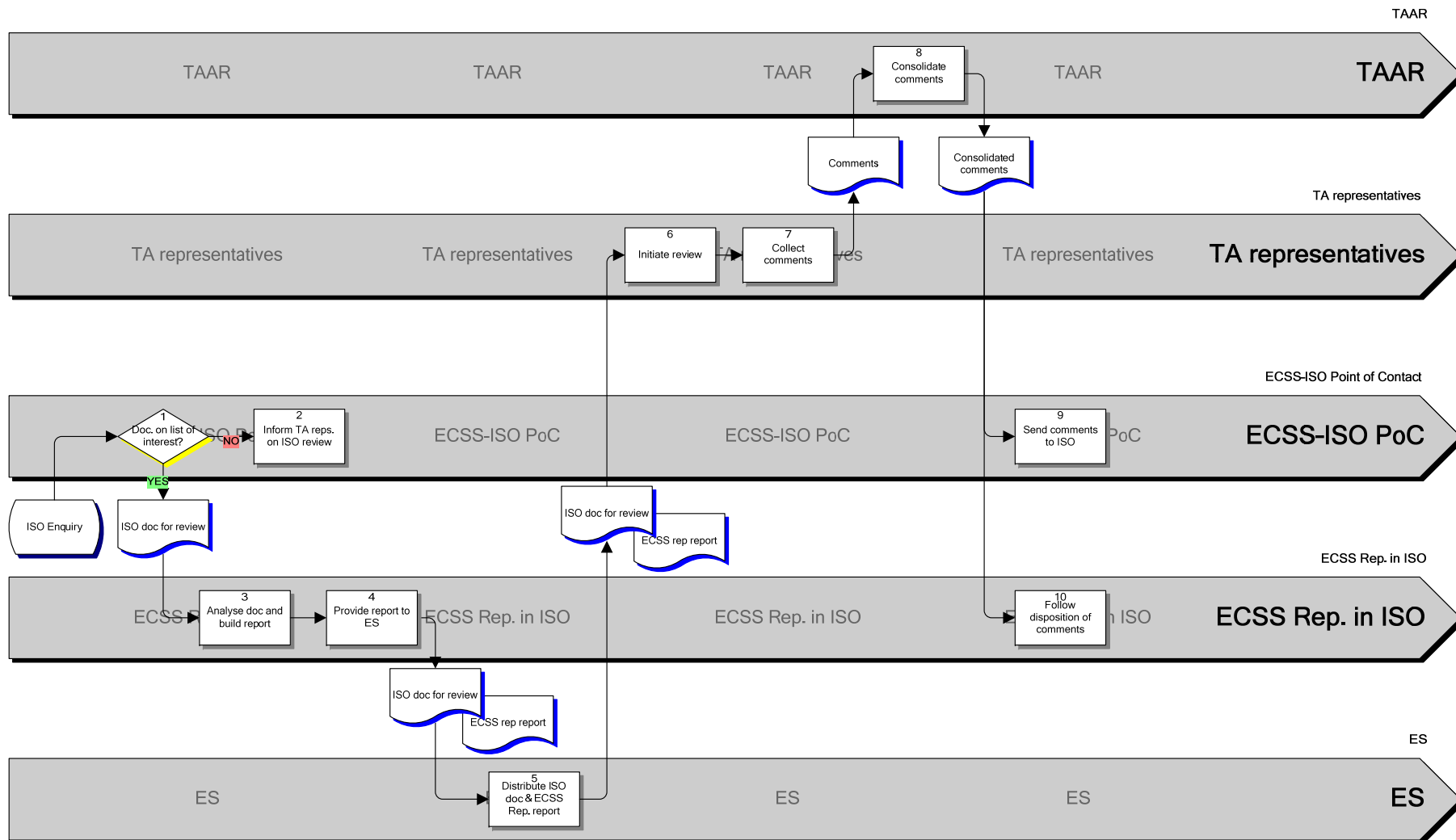
##### **4 Output**

The process terminates when received comments are sent to ISO for disposition according to their process.

##### **5 Configuration controlled documents of this process**










Consolidated comments

6.5.3.3.2 Process Flow Diagram - ISO document review





### 6.5.3.3.3 Process Flow Description

No	Task	Responsibility	
		E executing V is involved I is informed	 Input  Output
<b>Process: ISO document review</b>			
Problems with ISO documents which are not on the list of ECSS interest should be escalated by TA representatives to the TA for decision. If the decision is that it is of ECSS interest, it shall be added to the list.  Request ISO to include ES in the distribution list of all ISO enquiries (SC14 and CEO)  ISO document reviews are for: a. committee draft for comments (CD-C) b. committee draft for vote (CD-V) c. enquiry draft (DIS and FDIS for comments and for vote) d. IS for systematic review			
<b>1</b>	<b>Is the document on list of interest to ECSS?</b>		
Yes: cont. at 3 No: cont. at 2			 ISO Enquiry for document review  [Yes] ISO doc for review
<b>2</b>	<b>Inform TA reps. on ISO review</b>	Note: This is for information only.  E = ECSS-ISO Point of Contact I = TA representatives I = ES	
<b>3</b>	<b>Analyse document and build report</b>		
Note: Provide assessment of status of the document and identify issues if any.  Provide visibility on how ECSS comments from previous review cycles were dispositioned.  cont. at 4		E = ECSS Rep. in ISO	 [Yes] ISO doc for review
<b>4</b>	<b>Provide report to ES</b>		
Note: 2 weeks after reception  cont. at 5		E = ECSS Rep. in ISO I = TA representatives	 ISO doc for review  ECSS rep report
<b>5</b>	<b>Distribute ISO document &amp; ECSS Rep. report</b>		
cont. at 6			 ISO doc for review  ECSS rep report
<b>6</b>	<b>Initiate review within own organization</b>		
cont. at 7		E = TA representatives	

---

**7 Collect comments and provide to TAAR**

Note: To be completed 4 weeks before ISO deadline.

cont. at 8

E = TA representatives  
I = TAAR

→ Comments

---

**8 Consolidate comments with ECSS representative in ISO**

Note: In case of conflict resolve with DIFP.

cont. at 9  
cont. at 10

Duration is 4 weeks.

E = TAAR  
V = ECSS Rep. in ISO

← Comments  
→ Consolidated comments

---

**9 Send comments to ISO**

Note: Copy to TA

E = ECSS-ISO Point of Contact  
I = TA  
I = ES

← Consolidated comments

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**10 Follow disposition of comments**

Note: POC to submit Dispositioned RIDs to ES for distribution to TA Reps for eventual feedback.  
In case TA Reps disagree with dispositions made, POC to submit feedback to SDO.

← Consolidated comments



## **6.5.4 ECSS-CEN coordination**

### **6.5.4.1 Process Characteristics**

PROCESS NOT YET DEFINED; WILL BE ADDRESSED AT NEXT ISSUE OF ECSS-D-00.

## Annex A

# Links to relevant information and forms

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Following are the links to the relevant information and forms available from the ECSS Website (<http://www.ecss.nl>) referred to in ECSS-D-00.

- ECSS Drafting Rules and Drafting Template
- ECSS NWIP form
- ECSS CR form
- Criteria for acceptance for Public Review
- Criteria for handbook release for publication
- WG Report Template
- ESCC-ECSS step-by-step process