

## Annex A3 to ECSS-D-00A ESCC-ECSS Step-by-Step process

#	Task definition	ECSS Responsibility	ESCC Responsibility	Comments
<b>0</b>	<b>FEASIBILITY PHASE</b>			
0.1	Need of new/revised standard is proposed by User to PSWG (both through ESCC or ECSS)	Executive Secretariat (if received by ECSS)	PSWG (if received through ESCC bodies)	When PSWG is mentioned the person in charge of the Interface is the PSWG Chairman who will be also the Q-60 DiFP ECSS NWIP Step1
0.2	PSWG evaluate request and in case of acceptance to start Feasibility Phase, information on starting of activities will be sent to TA		PSWG	PSWG will inform SCSEB in parallel
	Note: Feasibility Phase is an optional and open phase with also implicit authorization of “unbalanced or bi-lateral activities” to identify and solve potential problems and to clearly define the perimeter of the document. This Phase has also the task to correctly evaluate the maturity of the document proposed content in order to finally confirm the typology of the document (i.e. STD, HBK, TM). When this phase is needed, PSWG will provide estimation of the Feasibility Phase duration. In any case the Feasibility Phase is an ESCC phase and until it is completed, there will be no mention of the relevant standard in the ECSS Work plan		PSWG will manage this Phase	Recommend. 2.1 - The interest of Feasibility Phase is to consolidate the content of the document and to limit any shift in the future ECSS official WG schedule. It is also an opportunity to identify difficulties and properly trying to resolve them in a flexible scenario.

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0.3	In parallel to ESCC activities, TA will verify need to activate additional documents (outside EEE Components domain) to support the standard under Feasibility Phase or to provide inputs to PSWG to be taken into account in the development of the relevant phase. Draft TOR and Draft NWIP are an output from the Feasibility Phase.	TAAR	PSWG shall disposition ECSS inputs or comments	During this Feasibility Phase regular reporting on the activities will be provided to TAAR/DiFP and SCSB
<b>1</b>	<b>NWI (and relevant ToR) PRESENTATION</b>			
1.1	<p>NWIP (including initial ToR) submitted to Executive Secretariat and to TA by PSWG with special attention to :</p> <ul style="list-style-type: none"> <li>a. Identification of User/Project needs and commitment to use the document.</li> <li>b. Justification of the NWIP</li> <li>c. Intended commitment of proposed organizations to identify and allocate their resources</li> <li>d. Endorsement by TA/PSWG representative of the organization of the Originator, depending on the body (ECSS/ESCC) which generated the request</li> <li>e. Proposed WG members (identified by PSWG during Feasibility Phase) with full endorsement by TA (which could propose additional members in case of need of experts in disciplines different from EEE Components)</li> <li>f. Identification of other SDO's documents on the same subject to be taken into account</li> <li>g. ToR shall also outline which subjects or activities are considered out of the scope of this document</li> </ul>	<ul style="list-style-type: none"> <li>c. TA in case of experts nominated to cover Non-EEE Component subjects</li> <li>d. TA rep of proposer</li> <li>e. TA rep of proposer</li> <li>f. TA rep of proposer</li> </ul>	<ul style="list-style-type: none"> <li>a. PSWG</li> <li>b. PSWG</li> <li>c. PSWG</li> <li>d. PSWG</li> <li>e. PSWG</li> <li>f. PSWG</li> <li>g. PSWG</li> </ul>	<p>Recommend 2.2 - ToR template shall be updated to stimulate the identification of out-of-scope subject/items in order to prevent future blockage of WG activities</p> <p>f. ECSS through TAAR will help PSWG in the identification of existing International Standards (including ECSS) potentially dealing with specific subjects = ECSS NWIP Step 1</p>
<b>2</b>	<b>NWIP (and ToR) REGISTRATION/FINALIZATION</b>			
2.1	NWIP (and relevant ToR) registered by the Executive Secretariat	Executive Secretariat		<p>Recomm. 2.4 - NWIP and ToR shall be separately kept under configuration control = ECSS NWIP Step 2</p>

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2.2	NWIP finalized to be ready for submission to TA. Agreement of the Discipline Focal point received. Version 1 of TOR finalized and available.		PSWG for submission DiFP for agreement	
2.3	NWIP (and relevant ToR) transmission to TA with draft request for call for additional participants and for a convenor (if not already identified in the PSWG proposal).		PSWG	
2.4	Definition by each ECSS member organization of its proposals for WG participation (if deemed necessary because of additional discipline involvement) and commitment of resources.	TA representatives		= ECSS NWIP Step 5
<b>3</b>	<b>NWIP (and relevant ToR) APPROVAL</b>			
3.1	<ul style="list-style-type: none"> <li>a. Decision to accept, defer or reject the NWIP, including TOR.</li> <li>b. Categorization confirmation (standard, HB, Technical Memorandum) and prioritization</li> <li>c. Insertion into Work-plan</li> <li>d. WG convenor appointment</li> <li>e. Finalization of WG composition.</li> <li>f. Identification of additional activities to be finalized in parallel (additional Non-EEE Component standard needed)</li> </ul>	<ul style="list-style-type: none"> <li>a. TA</li> <li>b. TAAR</li> <li>c. Executive Secretariat</li> <li>d. TA</li> <li>e. TA</li> <li>f. TA</li> </ul>		<ul style="list-style-type: none"> <li>d. Appointed convenor could be either Q-60 DiFP, PSWG Chairman or other PSWG member</li> <li>= ECSS NWIP Step (a) 12, (b) 5.2, (c) 10, (d,e) 12.4</li> </ul>
3.2	NWIP with associated Version 1 TOR put in formal configuration control	Executive Secretariat		= ECSS NWIP Step 12
3.3	Notify originator formally of TA decision	Executive Secretariat		Notification shall be sent to Originating body (i.e. ESCC or ECSS) = ECSS NWIP Step 15
<b>4</b>	<b>WG ACTIVITIES</b>			
4.1	Kick-off of activity to concur with whole WG on TA approved TOR, with Executive Secretariat		PSWG WG	Executive Secretariat will be invited to explain

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				drafting rules and other reporting practices
4.2	Drafting, in front of initial ToR, is going on up to Table of Content definition, then Final ToR shall be prepared and submitted to TA with description of content of each Para.		PSWG WG	
4.3	Intermediate Drafts shall include DRD's as annex to the document		PSWG WG	
4.4	WG members to provide intermediate drafts to their own organization for feedback, (including users' and Executive Secretariat): they should provide as much as possible the position of their Organization and not only their technical opinion – Intermediate draft will be also sent to TA for comment (not mandatory but encouraged)	It is not an ECSS requirement to send intermediate drafts to the TA and no comments will be provided	PSWG WG	<p>Recomm. 2.5 – Executive Secretariat task is to verify drafting rules implementation since early phases.</p> <p>Recomm. 2.7 – WG members have the task to provide as much as possible the position of their Organization.</p> <p>Objective of TA review is to consolidate the document content acceptability without waiting until the final draft</p>
4.5	Any blocking point that will arise will be submitted for disposition first to PSWG and secondly to SCSB (in case of difficulties at PSWG level); resolution should be given in the timeframe foreseen in the ECSS drafting phase (it has to be noticed that we can not rely on resolution by PSWG/SCSB meetings only). Information on blocking point will be provided also to TA (through TAAR)		PSWG and, if not resolved, SCSB	According to the escalation principle, the PSWG is the first responsible party to resolve problems, the next step will be to go to the SCSB
4.6	WG members to collect comments on intermediate drafts in their organization, and give feedback to WG		PSWG WG	



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4.7	WG activities are regularly scheduled and specific reporting to TA/SCSB done		PSWG WG	
4.8	Draft finalization		PSWG WG	
4.9	Draft release from WG to Executive Secretariat for Public Review with identification of changes wrt previous published version, if applicable.	This is identified by ECSS as the <b>WG draft</b>	PSWG WG	
4.10	Registration of Draft in configuration control	Executive Secretariat		
4.11	Identification and Organization of next WG meeting (for DRR dispositions and Final Draft delivery)		PSWG	
4.12	Forward Final Draft to Executive Secretariat for Public Review		PSWG	This is identical to step 4.9 for ECSS (may be deleted)
<b>5</b>	<b>PARALLEL ASSESSMENT</b>			
5.1	Draft distributed to: <ul style="list-style-type: none"> <li>• TA members for info</li> <li>• TA Area responsible</li> <li>• Discipline Focal point(s)</li> <li>• Convenors of identified related WG's</li> </ul>	Executive Secretariat  See ECSS process		= ECSS Par.Ass. Step 2
5.2	Draft distributed to SCSB members for comments (timing is the same as per TA Parallel assessment i.e. 4 weeks)	TAAR	PSWG	TA will provide a consolidated Input to PSWG of TA members comments PSWG shall collect SCSB comments and transfer to TA = ECSS Par.Ass. Step 2

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5.3	Assessment of draft for suitability for Public review by <ul style="list-style-type: none"> <li>• Executive Secretariat (Verification of adequacy of format against document generation rules)</li> <li>• Discipline Focal Point</li> <li>• Convenors of identified related WG's</li> <li>• TA area responsible</li> </ul>	TAAR		This assessment will include discussion on SCSB members provided comments = ECSS Par.Ass. Step 3
<b>6</b>	<b>COMPILATION OF ASSESSMENT &amp; PROPOSAL FOR PUBLIC REVIEW</b>			
6.1	Compilation of evaluation assessment Note: if draft not accepted for PR, returned with instruction to PSWG/WG convenor	TAAR and Executive Secretariat		= ECSS Par.Ass. Step 3
6.2	If no negative assessment, then TA Area Responsible initiates Public Review (point 6.6 )	TAAR		= ECSS Par.Ass. Step 4 (YES)
6.3	Delivery of assessment to TA for decision			This step is no longer applicable
6.4	Endorsement /rejection of proposal to TA to go in PR In case of rejection ,discussion of TA with WG Convenor before decision to return to either step 4.2 or 5	TAAR		
6.5	Decision to go ahead or to hold for coordination with other documents			This step is no longer applicable
6.6	Delivery of Draft for public Review to TA members for dissemination and to PSWG for validation	Executive Secretariat		= ECSS Par.Ass. Step 6
<b>7</b>	<b>PUBLIC REVIEW</b>			
7.1	Dissemination by each TA representative (or an identified delegated person) of the Draft for Public Review according to their own procedure and mailing list.	ECSS member FP		Recomm. 3.f – During Public Review DRR's consolidation, TA memb. Shall survey DRR's from their organization in order



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				to avoid re-opening of discussion already held at WG level. If some of these DRR's will be issued, they will be dispositioned (rejected) with same rationale used in the WG discussion. = ECSS PR1 step 2
7.2	Collection by each TA member of DRR 's received, filtering and, if necessary, discussion with originators Endorsement and delivery of final DRR package to Secretariat	ECSS member FP		Discussion with originators of DRR should take into account previous negotiation and consensus = ECSS PR1 step 3
7.3	Collection and assessment by ES of the complete set of DRR's. Delivery to the PSWG/WG convenor for disposition and Draft Document update	Executive Secretariat		= ECSS PR1 step 4
7.4	Disposition of all DRR's .		PSWG/WG	
7.5	Dispositioned DRR's and associated draft will be provided to Executive Secretariat for feedback to DRR's Originators		PSWG	
7.6	Feedback to DRRs owners of dispositioned DRR's and associated draft (with identification of changes wrt the first draft delivered) is done to TA Area Responsible and the Discipline focal point.	Executive Secretariat		= ECSS PR1 step 11
7.7	Provide feedback to Executive Secretariat, the TA Area Responsible, the Discipline focal point for dispositions which are not accepted. Feedback shall include further justification/explanation as necessary and a proposed compromise position if possible	ECSS member FP		= ECSS PR1 step 10



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7.8	Assess the dispositioning of DRRs, and feedback from DRRs owners. If no negative assessment, go to § 7.10.	TAAR		= ECSS PR2 step 4
7.9	Solve outstanding issues form DRRs owners, involving different parties. If situation is blocked, prepare a recommendation for the TA on action to take regarding the Draft Standard	TAAR		= ECSS PR2 step 4
7.10	to update the DRR disposition log report to reflect the TAAR and TA decision	TAAR		This is the DRR dispositions themselves = ECSS PR2 step 6,8
7.11	Finalize draft standard.		PSWG SCSSB WG &	As per SCSSB#18 (28/02/2008) modification but only as agreed with ECSS in steps 7.6 to 7.10 above
7.12	Registration of updated standard	Executive Secretariat		This is the Publication process (part of ECSS Pub step 2)
<b>8</b>	<b>PUBLICATION</b>			<b>This will use the ECSS Publication process 1.6</b>
8.1	Delivery to TA of Updated draft ready for publication together with the final dispositioned DRR log report as updated	Executive Secretariat		See comment above = ECSS Pub step 2
8.2	Agreement on status "ready for publication"	TA		See comment above = ECSS Pub step 3,
8.3	SCSSB will receive copy of the document "ready for Publication" for information	Executive Secretariat		See comment above = ECSS Pub step 18, 14

**CHANGE LOG**

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