

EUROSPACE STANDARDISATION WORKING GROUP

TERMS OF REFERENCE

ISSUE 1, MAY 2009

GENERAL

This document contains the terms of reference for the **Standardisation WG of Eurospace**, hereafter referred to as the “Eurospace STWG” or STWG.

Responsibilities and authorities are defined in the RCI charts provided as annex to these Terms of Reference. Operating procedures for the main activities are also attached.

DEFINITIONS

STWG Member: a Member of the Eurospace STWG.

STWG Representative: any person belonging to a Eurospace member company or subsidiary holding a mandate from the STWG to represent Eurospace/industry outside Eurospace activities (e.g. to the ECSS TA, to the ECSS SB, to IAQG etc.) with the Exception of STWG Experts (see below). An STWG Representative does not have to be an STWG Member.

STWG Expert: an industry expert nominated by STWG to support ECSS WG activities for the drafting of standards, handbooks, technical memoranda and any other relevant ECSS document. An STWG Expert does not have to be an STWG member or to be affiliated to a Eurospace member company.

MISSION

The working group exists to enable European space industry - hereafter referred to as “industry” - to develop a strategy for space standardisation, and promote it through Eurospace, as a member and/or stakeholder of European Space standardisation organisations, and at international level through relevant channels.

MANDATE

1. STWG shall prepare space industry positions with respect to standardisation policy and strategy.
2. STWG shall define and present Eurospace positions on space standardisation policy and strategy to the organisations dealing with European Space standardisation, including:
 - ECSS
 - ASD
 - EAQG (and relevant bodies)
 - CEN (and relevant WGs)
3. STWG shall ensure adequate industry representation in European organisations which impact space standardisation.

4. STWG Members shall promote the European space industry positions and strategy in the relevant bodies dealing with international standardisation.
5. STWG shall provide a forum for the gathering of experience, exchange of ideas and the formulation of industry expert opinion on subject related to standardisation

ECSS MANDATE DETAILS

6. STWG shall ensure appropriate support to ECSS activities of industry. More specifically, STWG shall:
 - Ensure that ECSS standards as required by the European space industry are implemented and maintained.
 - Seek the views of space industry, gain consensus and represent the industrial position as required at all levels of the ECSS organisation
 - Prepare and implement a strategy to ensure a complete, comprehensive and consistent set of ECSS requirements in accordance with industry needs
 - Develop and implement a strategy to ensure an effective two-way communication between industry and the ECSS organisation
 - Facilitate a common understanding and consistent application of the ECSS standards

ORGANISATION

MEMBERSHIP

STWG MEMBERS

Each member of Eurospace (fee-paying entity/company) shall be allowed to nominate one STWG Member. The mandate has to be materialized by a letter signed by the Member company representative to the Eurospace General Assembly.

STWG membership changes (nominations, radiation) shall be notified to the Eurospace executive by the member's General Assembly representative.

Each STWG Member shall have one vote. An STWG member not able to attend a meeting shall be able to nominate a deputy from the same Eurospace member, proxy votes may be allocated to any other STWG Member and shall be notified in writing to the STWG Chair with copy to Eurospace executive.

STWG CHAIRMAN

The STWG shall elect a chairman every two years. The Chairman shall belong to a Eurospace fee-paying entity.

The chairman shall act as an independent facilitator and has no voting rights. Re-election of a serving chairman shall be allowed without restriction.

REPRESENTATION

GENERAL

STWG shall ensure industry representation in various bodies and organisations dealing with space standards (e.g. ASD SC3, ECSS TA, etc.). Representation is provided by STWG Representatives (and by STWG Experts for the specific case of ECSS WGs for standards drafting).

Call for candidates for STWG Representatives shall be issued by Eurospace executive to STWG Members who will be responsible for collating nominees' information.

STWG REPRESENTATIVES shall be elected by a simple majority vote of members present. They are elected for a period of two years. Re-election of existing Representatives shall be allowed without restriction.

STWG representatives are mandated to vote on behalf of the STWG. In cases where Eurospace has more than one vote, all votes shall be cast as if a single vote but with multiple weight

STWG Representatives shall normally be selected:

- Based on personal competences and availability to support the relevant process
- With a view to ensure balanced representation of activities, size and geographical spread of industry

STWG EXPERTS shall be elected by simple majority vote of members present. They are elected for the whole period required by standards drafting and maintenance. STWG Members may propose representatives directly to ECSS for retrospective STWG approval.

ECSS REPRESENTATION

- The WG shall provide the required representation to ECSS Bodies in accordance with ECSS organisation rules (SB; TA; WGs: ...).
- A common industry view shall be the basis of the Eurospace formal vote at ECSS meetings. The vote shall be cast by one of the representatives.
- STWG shall decide who will perform the role of TA Area Responsible (TAAR) on behalf of Eurospace for each of the ECSS disciplines. This allocation shall take account of the expertise of the representative and the anticipated work load.
- STWG Experts: STWG Representatives to ECSS Working Groups (ECSSWG) for the drafting of standards (and other relevant ECSS documents) are called STWG Experts.

MEMBER DUTIES

In order to carry out the current STWG activities the following duties shall apply to STWG Chairman, Members and Representatives:

1. **STWG CHAIRMAN** shall arrange WG meetings dates and set the agenda, with the support of the Eurospace Executive
2. **STWG MEMBERS** shall attend meetings and support actions as required by STWG activities by voting decisions, ensuring circulation of information in their company as required by STWG activity, and seeking their hierarchy endorsement of decisions taken by STWG
3. **STWG REPRESENTATIVES** shall attend STWG meeting and provide report in writing on their representation activities. Reports shall address: progress made, issues raised relevant to STWG and industry, and future plans
4. Specifically for ECSS TAARS:
 - STWG TAARs shall resolve any issues arising from the industry review of ECSS documents before the Eurospace executive submits them to the ECSS Executive Secretariat (ES)
 - STWG TAARs shall provide formal Eurospace e-votes for ECSS matters within their disciplines after consultation with other TA representatives and, if considered necessary, the STWG

MEETINGS

The STWG meetings shall consist of all STWG Members and STWG Representatives. Meetings shall be held as necessary to conduct the business of the STWG and at least quarterly.

Decisions shall be by consensus where possible but ultimately by majority vote of STWG members present or proxy representative.

STWG EXPERTS AND EXTERNAL PARTICIPANTS

STWG Experts and non STWG members shall be allowed to attend meetings and take part in discussions, as appropriate, provided that information is sent in advance to STWG Chairman with copy to Eurospace Executive.

INFORMATION POLICY

All information relevant to STWG activities, including calls for meetings, agenda and minutes circulation, will be made available to STWG Members and STWG Representatives alike.

A standardisation information mailing list will be used to circulate information outside STWG membership and representation and to companies who are not Eurospace members, as required by all relevant processes (e.g. NWI information, call for candidates to representation activities, Documents in Review, etc.).

SUPPORT

Support to STWG activities is provided by Eurospace Executive. This support shall include:

1. The drafting of STWG Meeting minutes within 3 weeks of the meeting
2. Implementation of STWG information policy, and in particular timely circulation of STWG documents (Agenda, minutes of meeting, etc.) and other documents as required by STWG and ECSS processes.
3. Maintain a record of all STWG Member and STWG representatives nominations
4. When relevant, seek and/or organise meetings with customer organisations in order to further the objectives of the WG.
5. When relevant, ensure proper coordination with other Eurospace WGs.