

ECSS STWG RCI CHARTS

ISSUE 6

How to Read these RCI charts

In the RCI chart we have identified for each process the relevant entities concerned, which are:

- Eurospace executive
- Eurospace TAAR
- STWG Members
- Eurospace companies

For the process we have divided them in different steps. Each one of the steps contains one task (located in rows).

At each task the R, C, and I letters mark the relevant involvement of the concerned entity (located in columns):

- R: responsible – does the action
- I: Informed – is informed
- C: Consulted – is informed and shall provide feedback and comments

Note 1: “Eurospace companies” encompasses “STWG members”, “STWG members” encompasses “Eurospace TAAR”.

Note 2: For My Teams actions the STWG chairman will manage the actions and their handling (decide who is responsible to act)

Processes described

R: responsible – does the action I: Informed – is informed C: Consulted – is informed and shall provide feedback and comments

Name of the process	Page	Brief description of the process
NEW WORK ITEM PROPOSAL (NWIP)	4	Process to manage a New Work Item Proposal review.
WG/TF NOMINATIONS	5	Process to nominate ECSS Working Groups/Task force members, experts and convenors.
PUBLIC REVIEW	6	Process to conduct the ECSS Public Review within Eurospace/industry.
PUBLICATION	7	Process to consolidate the Eurospace voting on publication of an ECSS document.

NEW WORK ITEM PROPOSAL (NWIP)

R: responsible – does the action I: Informed – is informed C: Consulted – is informed and shall provide feedback and comments

STEP	TASK	Eurospace executive	Eurospace TAAR	STWG Members	Eurospace Companies
1	Draft a NWIP	I			R
2	Circulate the draft NWIP	R	I	I	I
3	Provide comments to Eurospace executive	I		R	R
4	Distribute commented NWIP	R	I	I	I
5	Consolidate comments received and align it at discipline level	I	R	C	C
6	Send agreed NWIP to ECSS secretariat	I	R	I	

Note: For agencies proposed NWIPs only steps 2 to 5 apply.

WG/TF NOMINATIONS

R: responsible – does the action I: Informed – is informed C: Consulted – is informed and shall provide feedback and comments

STEP	TASK	Eurospace executive	Eurospace TAAR	STWG Members	Eurospace companies
1	Register NWI/TF ToR and call for nominations	R			
2	Send call for nominations with Eurospace template to enter the nominations	R	I	I	I
3	Propose WG/TF nominations for members/experts/convenor	I	I	R	R
4	Register and circulate the received nominations	R	I	C	
5	Endorse WG/TF members/experts/convenor nominations	I	I	R	
6	Inform ECSS Secretariat of formal WG/TF members/experts/convenor nominations	R	I	I	

NOTE: For a replacement of Eurospace WG or TF representative only steps 4 to 6 apply.

PUBLIC REVIEW

R: responsible – does the action I: Informed – is informed C: Consulted – is informed and shall provide feedback and comments

STEP	TASK	Eurospace executive	Eurospace TAAR	STWG Members	Eurospace companies
1	Register document draft (DIR)	R			
2	Circulate the document draft with template to collect DRRs	R	I	I	I
3	Provide DRRs to Eurospace executive	I		R	R
4	Aggregate, make editorial corrections to the collected DRRs and distribute them	R	I	I	I
5	Consolidate DRRs	I	R		
6	Introduce DRRs into the ECSS system (anonymized)	R	I	I	
7	Register dispositioned DRRs and DIR1 with implemented DRRs	R			
8	Circulate DIR 1 + DRR dispositions and collect comments	R	I	C	C
9	Consolidate and communicate comments to ECSS Secretariat for resolution	I	R	I	

Note 1: Steps 1 to 6 refer to Eurospace DRRs, steps 7 to 9 refer to the complete list of DRRs

Note 2: In step 8 the Eurospace DRR originator shall be made visible by the Eurospace executive.

PUBLICATION

R: responsible – does the action I: Informed – is informed C: Consulted – is informed and shall provide feedback and comments

STEP	TASK	Eurospace executive	Eurospace TAAR	STWG Members	Eurospace Companies
1	Register call for voting on publication (DIA)	R			
2	Circulate the DIA version (with earlier voting due date)	R		I	
3	Provide voting for approval or rejection of DIA	I	I	R	
4	Consolidate votes in case of contradictions	I	R	C	
5	Post consolidated Eurospace vote on ECSS system	I	R	I	
6	Once ECSS document published, inform Eurospace companies	R	I	I	I