**Proc & Org YB updates**

**From:**

**5.1.5.4** **Official CCSDS E-mail Lists**

The Secretariat shall maintain an e-mail list server and provide moderated announcement and discussion e-mail lists for all CCSDS organizational units, including WGs and BOFs. A Web interface shall be provided for access to list archives.

The e-mail lists maintained by the Secretariat shall be the official CCSDS e-mail lists and shall be used for all official CCSDS correspondence distributed via e-mail to CCSDS organizational units. The Secretariat monitors, filters, and virus-scans all e-mail sent to CCSDS e-mail lists to remove SPAM and messages that contain viruses.

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Access to the Working Group email lists shall be limited to individuals who are members of the CCSDS Working Groups and who are approved participants in a Working Group (see 5.2.6.4 Participation) or CCSDS leadership.  Working Groups may, at their discretion, request creation of "WG-info" mailing lists for outreach that is broadly open to the public, but these shall not be used for normal Working Group operation.

**From:**  **5.2.6.4 Participation**

Working Group participation is generally limited to WG members; however, occasional participation by ad-hoc technical experts may take place. Working group members must be affiliated with member or observer agencies, or liaison or associate organizations. Any WG participant who does not meet these criteria must be endorsed by an authorized representative from a member or observer agency.

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Working Group participants must register with the CCSDS online Collaborative Work Environment (CWE) via the "Request Login" link (<http://cwe.ccsds.org/ReqLogin.aspx>).

Approved registration provides access to CWE private working group areas and is required for working group meeting attendance.  CWE registrants must be approved by a member agency or the Secretariat.

**2.3.1.4.3 CCSDS Liaisons**

The CMC acts as representative of the interests of the CCSDS in formal liaison relationships with other organizations concerned with standards. Liaison organizations are those having their own developmental programs in the area of space data and information transfer systems and who wish to establish formal information sharing relations with CCSDS.

A special technical liaison exists between CCSDS and ISO/TC20/SC14, the ISO subcommittee for Space Systems and Operations. Since CCSDS functions as ISO TC20/SC13, it is a peer organization to ISO TC20/SC14. The two organizations will strive to ensure that their work in the standards world is not competitive, but rather is complementary and cooperative. More information on TC20/SC14, including their working group structure, is available at

http://isotc.iso.org/livelink/livelink?func=ll&objId=8791028&objAction=browse&sort=name.

CCSDS also has additional liaison relationships with other organizations. More information is available at <http://public.ccsds.org/participation/liaisons.aspx>.

More information is detailed in Section 4.1.4

**4.1.4 LIAISON**

Liaison organizations are having developmental programs in the areas of space-related data and information systems.

Liaison status is open to standards-developing organizations operating in areas similar to those of the CCSDS. The purpose of creating a liaison is to ensure that their work in the standards world is not competitive, but rather is complementary and cooperative. This is achieved by reciprocal exchange of information regarding current and future standardization activities. Liaison organizations receive from the Secretariat all CCSDS documentation released for external dissemination; they are welcome to submit Review Item Dispositions (RIDs) on CCSDS review documents.

Liaison relationships should be bidirectional. The process of formal review and approval of a new Liaison shall include identification of a CCSDS Liaison point of contact (PoC) to act as official counterpart to the Liaison organization’s point of contact. Such Liaison PoC shall be nominated by the CESG and approved by the CMC. CCSDS Liaison PoC shall report interactions with their respective Liaison organizations semi-annually (i.e. Spring and Fall Technical meetings) to the CESG, for inclusion in the CESG report to the CMC. The CCSDS Liaison PoC shall include in its report any detected overlap and /or contradiction across both Organizations.

CCSDS Liaison PoC shall be cognizant of the standardization activities of the external organization. All liaison relationships and CCSDS liaison PoCs shall be reviewed by the CESG and authorized by the CMC every two years. The review shall include evaluation of the continued participation in CCSDS Liaison relationships, and, as necessary, result in authorization of renewal or replacement.

Liaisons can have two levels of participation,

Active: The CCSDS Liaisons actively participate in the working meetings of the other organization (e.g. IOAG)

Passive: The CCSDS Liaisons only observe / monitor remotely the activities of the other organization (e.g. CASCO, NARA)

**4.2 MEMBERSHIP LISTS**

The Secretariat shall maintain lists of Member Agencies, Observer Agencies, Liaison organizations PoCs , and Associate organizations. These lists are maintained on the CCSDS Web site.

The CESG has additionally agreed to include informational text on the CTE Document Queue priority handling:

CCSDS CTE will process the document queue according to the following priorities:

1. BB for publication
2. RB (BB) for Agency Review
3. MB for publication
4. RB (MB) for Agency Review
5. GB for CESG / CMC review / publication
6. YB for review or publication

It should be noted that the maximum duration for processing a GB cannot go over 2 technical meeting cycles and that CCSDS internal procedures YB may be given higher priority.