What is the process the Secretariat uses for the following?

1) What is the process for granting CWE access?

1. User Request CCSDS CWE Login at:
   https://cwe.ccsds.org/fm/Lists/Profile/NewForm.aspx
2. CCSDS Tech Support Receives requests via e-mail
3. CCSDS Tech Support forwards the request to the WG chairs (and, if needed, AD) of the WGs that the User noted they wish to participate in and asked for approval. Note – sometimes, the user is already known and belongs to a CCSDS Member agency. WG chair approval is not required.
4. If "approved," then the login is created. If "disapproved," CCSDS Tech Support contacts the User for more information.
5. Tech Support creates a new CCSDS CWE Login with permissions based on the WGs (by Area) for which they will support.
6. Tech Support will link the login to their User Profile to help automate user input for various applications (meeting registration).
7. Tech Support then subscribes the User to all of the WG mailing lists that they wish to participate in + the CCSDS-All Mailing List
8. Tech Support then e-mails the login and password to the User.

2) Can anyone ask for CWE access, even if they do not belong to some CCSDS member org (Agency, Observer, Associate)?

1. Anyone can request a CCSDS CWE Login at:
   https://cwe.ccsds.org/fm/Lists/Profile/NewForm.aspx
2. Then the process noted in "#1 What is the Process for Granting CWE access?" is followed.

3) What is the process for signing up for a meeting (it seems to require CWE access)?

To register online for a CCSDS Hosted Meeting, you must have a valid CCSDS CWE Login. It provides several checkpoints and helps with the following Processes.

a. All CCSDS CWE users have read and accepted the "Code of Conduct" when requesting a CCSDS CWE Login.
b. Automation of user information taken from the "User Profile" when a User registers for a CCSDS Meeting. Making the registration process streamlined.
c. Ability to send an e-mail to the Member Agency for which they support when they register for a CCSDS meeting. This allows the Member Agency up to 5 days to reject the meeting registrant.

4) What is the process for joining CCSDS as a Member Agency?

1. A prospective member should either contact the CCSDS Secretariat.
2. The Secretariat will inform the CMC about the prospective member and ask for guidance.
3. The CMC may ask the prospective member to provide a formal letter stating their willingness to join and contribute and/or attend a CMC meeting to present a presentation.
4. After a formal letter or presentation is presented, the CMC will request that CCSDS Tech Support set up a 2-week CMC poll for approval. The poll will include the letter provided by the prospective member and/or presentation.

5. If the poll is "approved," CCSDS Tech Support adds the new Member Agency to the SANA "Organizations" and "Contacts" registry. This populates the CCSDS Member Agency page at: https://public.ccsds.org/participation/member_agencies.aspx
6. CCSDS Tech Support then adds the new member agency to the "CMC," "CMC-EXEC," and "CCSDS-All" mailing lists.
7. The Secretariat then emails the new member agency a "Welcome Letter."

5) What is the process for joining CCSDS as an Observer Agency?

8. A prospective member should either contact the Member Agency Representative associated with their agency's home country or the CCSDS Secretariat.
9. The prospective member will then be asked to provide a formal letter stating their willingness to join and contribute.
10. CCSDS Tech Support will set up a 2-week CMC poll for approval. The poll will include the letter provided by the prospective member.
11. If the poll is "approved," CCSDS Tech Support adds the new observer to the SANA "Organizations" and "Contacts" registry. This populates the CCSDS Observer page at: https://public.ccsds.org/participation/observer_agencies.aspx
12. CCSDS Tech Support then adds the new observer to the "Observers" and "CCSDS-All" mailing lists.
13. The Secretariat then e-mails the new observer a "Welcome Letter.

6) What is the process for joining CCSDS as an Associate?

1. A prospective member applies for a membership at: https://public.ccsds.org/participation/associate_application.aspx?Source=thanks.aspx
2. CCSDS Tech Support Receives request via e-mail
3. CCSDS Tech Support forwards the request to the "CCSDS Member Agency" who should sponsor the associate.
4. If "approved," follow the rest of the steps below. If "disapproved," CCSDS Tech Support contacts the prospective member for more information.
5. CCSDS Tech Support adds the new associate to the SANA "Organizations" and "Contacts" registry. This populates the CCSDS Associate page at: https://public.ccsds.org/participation/associates.aspx
6. CCSDS Tech Support then adds the new associate to both the "Associates" and "CCSDS-All" mailing lists.
7. CCSDS Tech Support then e-mails the new associate a "Welcome Letter."