

**CCSDS NAVIGATION
WORKING GROUP
DOCUMENT
GUIDELINES**

"UNOFFICIAL"

CCSDS-NAV.0-Y-1.7

OCTOBER 2019

INTRODUCTION

The purpose of this document is to provide guidelines for members of the CCSDS Navigation Working Group (WG) with respect to developing and reviewing WG standards and records documents. It applies to the CCSDS Navigation WG only and is an "unofficial" document of the CCSDS.

This document was suggested by WG members. It was deemed desirable in order to assist new members of the WG, or existing members who have accepted the responsibility to be the Lead Editor for a document in development by the WG. Also, occasionally procedural issues arise with the WG, and there has been no set of administrative norms to which to appeal when addressing these issues.

The following conventions apply for the specifications in this document (same as in the CCSDS Publications Manual):

- a) the words 'shall' and 'must' imply a requirement;
- b) the word 'should' implies an optional, strong recommendation;
- c) the word 'may' implies an optional recommendation;
- d) the words 'is', 'are', and 'will' imply statements of fact.

REFERENCES

[1] Organization and Processes for the Consultative Committee for Space Data Systems, CCSDS A02.1-Y-4, Yellow Book, Issue 4, April 2014.

[2] CCSDS Publications Manual, CCSDS A20.0-Y-4, Yellow Book, Issue 4, April 2014.

[3] <https://cwe.ccsds.org/moims/docs/MOIMS-NAV/blank-comment-resolution-matrix.docx>

CCSDS NAVIGATION WG GUIDELINES

01	Lead Editors must attend the CCSDS Boot Camp. This is a requirement levied by the CESG/CMC.
02	All WG members should become familiar with the <i>CCSDS Organization and Processes</i> document (Reference [1]).
03	Lead Editors should become familiar with the <i>CCSDS Publications Guide</i> (Reference [2]).
04	All WG members (Lead Editors in particular) should strive to make Navigation WG standards as simple as possible in order to be better understood. The sentence structure, vocabulary, etc. should be kept as simple as possible without sacrificing clarity and precision.
05	Lead Editors should check pre-existing WG documents and try to be as consistent as possible with them. New documents should be as consistent as possible with prior documents without duplicating them, so as to minimize overlap, unless there is a very good reason.
06	All WG members must understand that we are not writing textbooks on flight dynamics... so keep it terse and refer to authoritative texts where necessary. NOTE: The CCSDS Editor greatly values the terse style.
07	Lead Editors should put as much overview information as possible into either section 2 of the document or informative annexes (appendices). This will help keep the Navigation Data - Definitions & Conventions Green Book small (and revisions small in number too). It is also convenient for readers to have explanatory information (that cannot be in the standard itself) in the same document; the only way to do this is with an "informative annex" (as opposed to a "normative annex").

08	Lead Editors should put examples in informative annexes instead of inline.
09	Lead Editors must ensure that they properly increment draft numbers when sending out drafts. Even if changes are few in number, increment the draft number. This is important to ensure that everyone is reading and/or referring to the same document.
10	Lead Editors should distribute both "changes tracked" and "changes accepted" versions of drafts (obvious exception: first version).
11	All WG members should do their best to review document drafts in a timely fashion (usually within 30 days). This is critical to keeping our work moving.
12	All WG members should use a Comment Resolution Matrix (CRM) to provide review commentary to the Lead Editor. If possible, include affected text in the CRM (at least a fragment to help the Lead Editor locate the material you are commenting on). NOTE: Lead Editors do not need to fill out a CRM for a document they are editing. A standard, blank CRM is available on the Navigation WG CWE (Reference [3]). To facilitate merging of multiple CRMs by a Lead Editor, the columns of the CRM template should not be re-sized, moved, deleted, or supplemented. When CRMs are mailed to the Lead Editor, it is suggested to use the acronym "CRM" along with the document title (or acronym) in the email subject line.
13	All WG members should understand that if they request a feature in a standard, they and/or their agency are tentatively making a commitment to participate in prototyping of the standard. Although such commitments are "tentative", they should be kept unless it becomes impossible.
14	Page and section numbering in CRM comments should be relative to the changes accepted version of the subject document. It is difficult for the Lead Editor if some references are relative to the "changes tracked" version and other references are relative to the "changes accepted" version.
15	Lead Editors should strive to distribute material to the WG one month prior to face-to-face meetings. Two weeks minimum lead time.
16	Dates that appear in WG materials should be unambiguous using the format dd-MMM-yyyy, where "MMM" is the 3 letter abbreviation for the month name. (NOTE: mm/dd/yyyy and dd/mm/yyyy formats are often ambiguous and confusing).
17	When revising an existing, published standard, observe the following rule: If it's wrong, fix it. If it's unclear, clarify it. Otherwise, leave it alone.