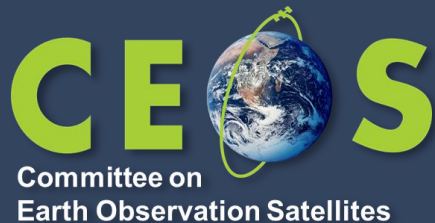


Approval process for WGISS documents - Revision process



I.Maggio, Starion for ESA
Agenda Item 3.1
WGISS-58

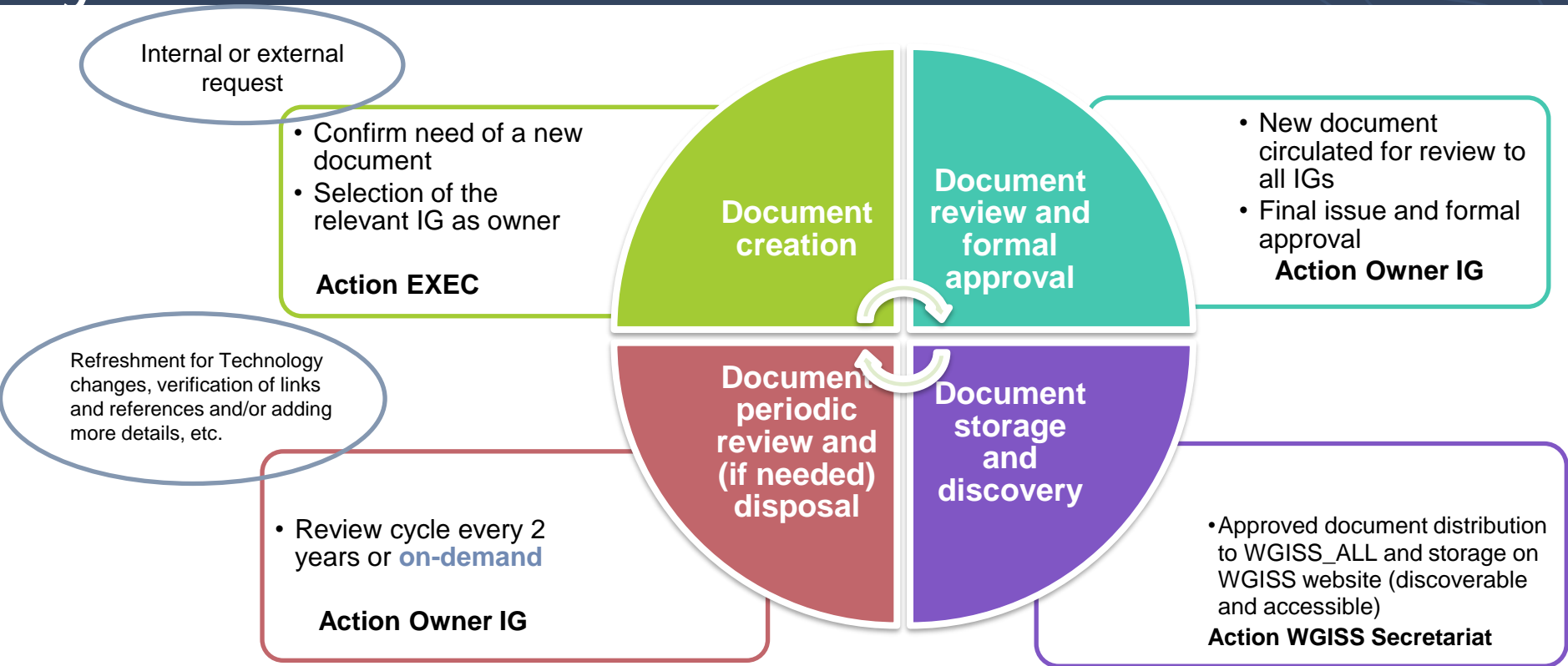
16-17 October 2024

Sioux Falls, South Dakota, USA



BACKGROUND

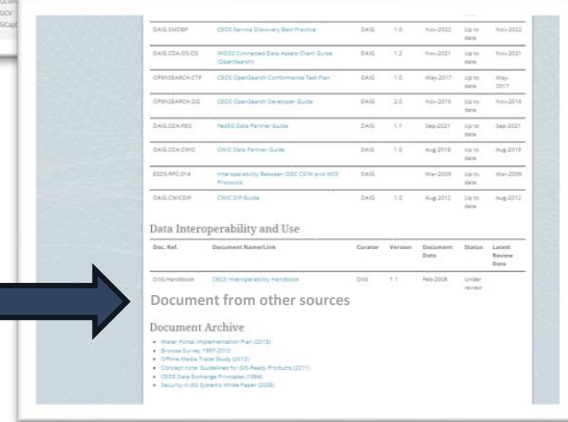
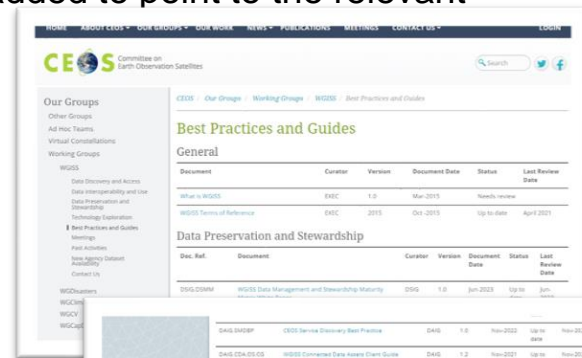
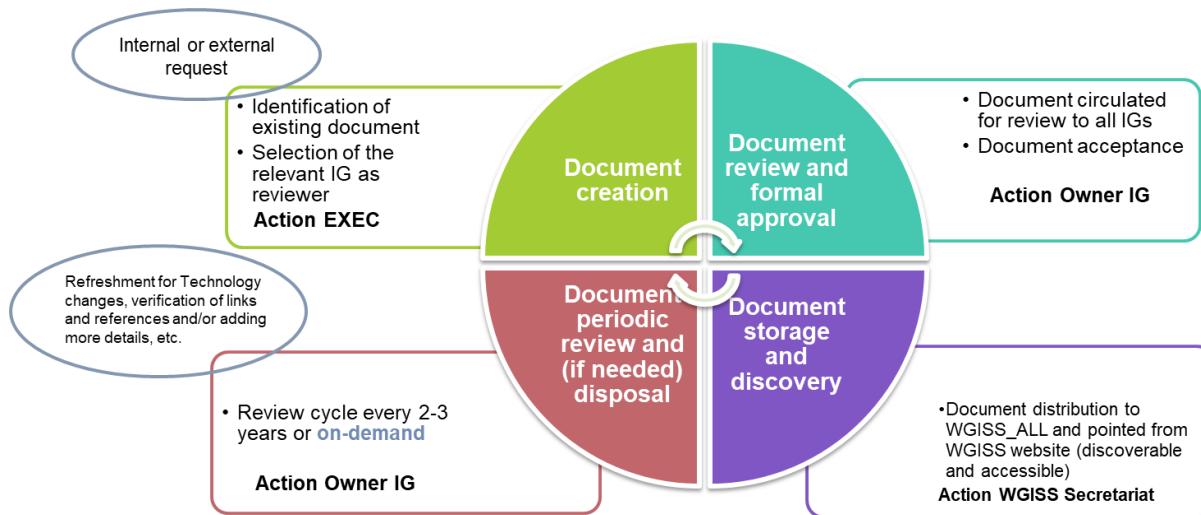
WGISS Internal Documents Review Cycle



Documents from other sources



- Existing documents from other sources (CEOS agencies, CGMS, etc.) might be of interest for WGISS
- Additional section in Best Practices and Guides web page might be added to point to the relevant documents



New Discussion including the case of endorsement by CEOS Principals at SIT or Plenary



Guideline on approval of documents produced by WGISS



This outlines how documents **produced by WGISS can be approved**, and how it differs for different types of documents.

There are two cases:

1. A document is '**asking**' something from CEOS Agencies, e.g. asking them to implement recommendations, follow best practices, or supply more resources to tackle a specific topic. In this case, endorsement by CEOS Principals at SIT or Plenary meeting is required to ensure visibility of the request.
2. A document is a research paper - compiling activities from different agencies to put together a comprehensive overview of a specific topic. As there is no 'ask' for agencies in this case, it is not required that CEOS Principals endorse this document. However, it is recommended that the document is presented to Principals for information, at either a SIT or Plenary meeting.

Approval process to be discussed



To receive endorsement at a SIT or Plenary meeting, the document should be provided to CEOS Principals at least two weeks in advance. In the case of CEOS Plenary, the SIT Technical Workshop provides an opportunity for community review, and any document targeting endorsement at CEOS Plenary should be presented for discussion.

To prepare for these meetings, WGISS members should be given a chance to review and provide feedback on the documents. Ideally, this would happen at the WGISS meeting preceding SIT or CEOS Plenary, however, may also be done via email.

Documents not requiring endorsement by CEOS Principals should be reviewed and accepted by WGISS members at a WGISS meeting.

