

Organization and Processes for the Consultative Committee for Space Data Systems

CORRIGENDUM 1

The Management Council of the Consultative Committee for Space Data Systems (CCSDS) has authorized the publication of technical corrigendum 1 to CCSDS A02.1-Y-4, issued April 2014.

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Subsection 2.3.1.1, add new paragraph at end of subsection:

“The principle of consensus applies to the decisions made at the CMC level. (See 5.1.2 for a discussion of consensus.)”

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Subsection 2.3.2.2, item b):

- Delete second paragraph (“Consensus does not necessarily mean . . . at the CMC level”).
- Add at end of first paragraph:

“Consensus does not necessarily mean that unanimous agreement has been reached, but that the result incorporates the best set of compromises that all parties can agree to. The principle of consensus applies to all decisions made at the CESG level. (See 5.1.2 for a discussion of consensus.)”

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Subsection 2.3.3.2, add at end of second paragraph:

“The principle of consensus applies to all of the operations at the WG level. Working Groups must demonstrate that consensus processes were followed when drafting documents. (See 5.1.2 for a discussion of consensus.)”

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NOTE – Current versions of CCSDS documents are maintained at the CCSDS Web site:

<http://www.ccsds.org/>

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TECHNICAL CORRIGENDUM 1 TO CCSDS A02.1-Y-4 (Continued)

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Subsection 5.1.2, add the following three new paragraphs at end of subsection:

Generally speaking, when a group votes using majority rule or “parliamentary procedure,” an adversarial dynamic is created within the group because it is being asked to choose between two (or more) competing possibilities. The consensus process, on the other hand, creates a cooperative dynamic. Issues are identified, and the chairperson or facilitator outlines candidate solutions in the form of neutral proposals. During discussion of a proposal, everyone works to improve the proposal to make its adoption or rejection the best-achievable decision to which the whole group can agree. Interim voting may be used to judge the degree to which the group is converging on consensus, but the final outcome must reflect a true consensus result.

An individual is responsible for expressing concerns; the group is responsible for resolving them. The group decides whether a concern is legitimate; the individual decides whether to concur with the group, block, or stand aside. *All significant issues and their disposition must be documented and accepted by the group.*

Annex G contains a set of consensus guidelines that should be used to guide the execution of the consensus process in all CCSDS organizations.

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Subsection 5.3.1:

- First sentence, change “CCSDS participants” to “CCSDS leadership”
- Second sentence, change “CMC resolutions” to “CMC and CESG resolutions”
- Third sentence, change “Although the CMC and” to “Although the CMC, CESG, and”
- Fourth sentence, change “poll CMC members” to “poll CMC and CESG members”

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Subsection 5.3.5.4.4.1:

- list item a), change “shall be examined” to “shall be examined by the voting body”
- list item b), add at end “, or it may be referred to the next higher authority”
- add two list items after list item a):
 - “b) the voting body should use the consensus process to identify a remedy for the issue;
 - c) if a remedy is identified the proposed disposition should be returned to the party responsible for the poll for concurrence (see 5.3.5.4.3);”

TECHNICAL CORRIGENDUM 1 TO CCSDS A02.1-Y-4 (Continued)

End of document

Add the following as new annex G:

ANNEX G

CCSDS CONSENSUS PROCESS

The entire CCSDS technical organization is run by a process of consensus, and it is the CESG that decides if the standardization process has come up with a result that reflects a real consensus. Consensus does not necessarily mean that unanimous agreement has been reached, but that the result incorporates the best set of compromises that all parties can agree to. The principle of consensus applies to the decisions made at the CMC, CESG, and WG levels.

Coming to consensus is a matter of understanding, considering, eliminating disagreements, and arriving at the best set of compromises. Consensus is achieved when all significant issues are addressed, but not necessarily accommodated.

The following guidelines should be followed to ensure that a consensus process is being used. The chairperson or facilitator should

- a) initiate broad, open discussions to explore all relevant technical approaches and issues;
- b) use a disciplined process to define, document, and dispose technical issues;
- c) ask:
 - 1) “Can anyone not live with this choice?”
 - 2) “Are there any unresolved concerns?”
 - 3) “What are the reasons for objections to this approach?”;

NOTE – Lack of disagreement is more important than agreement.

- d) avoid capitulation and political compromises; focus on understanding and resolving objections;
- e) document all significant issues and their disposition.

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Figure G-1 is a flow chart for the consensus process. It may be useful during meetings as a reminder of the process to be followed.

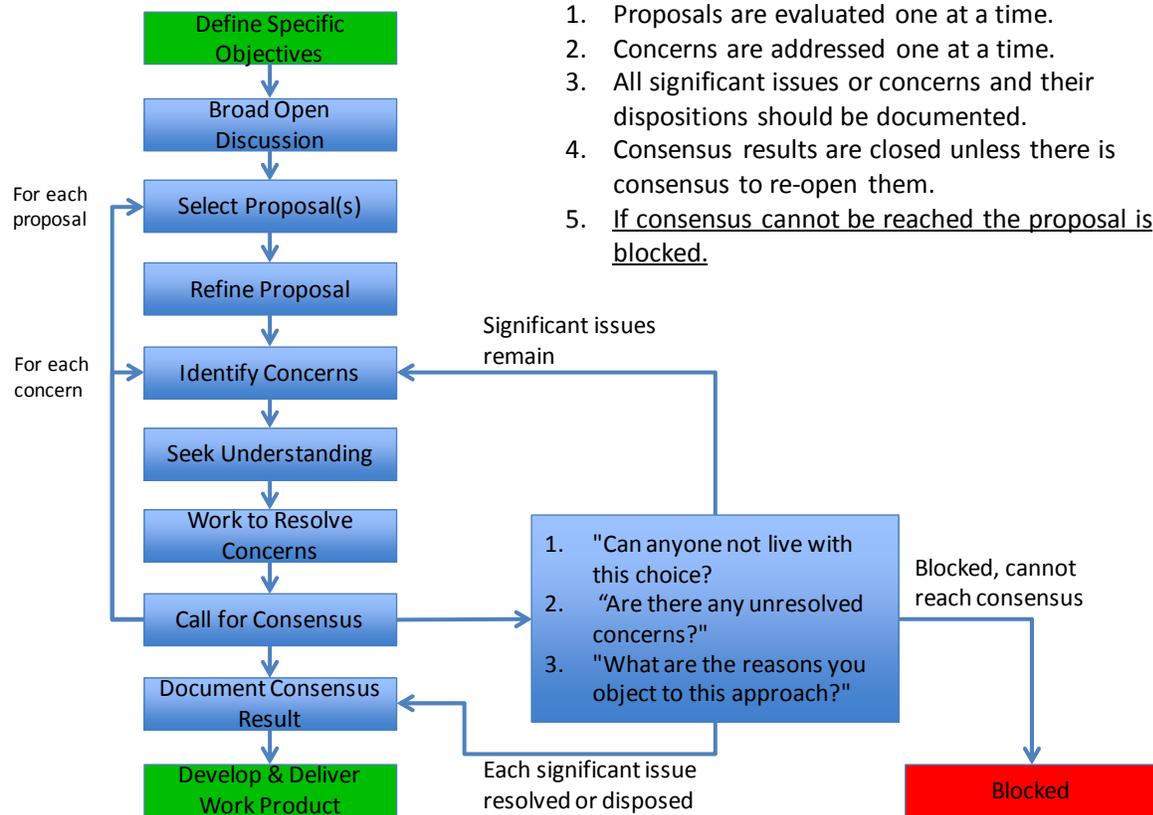


Figure G-1: CCSDS Consensus Process Flow Chart