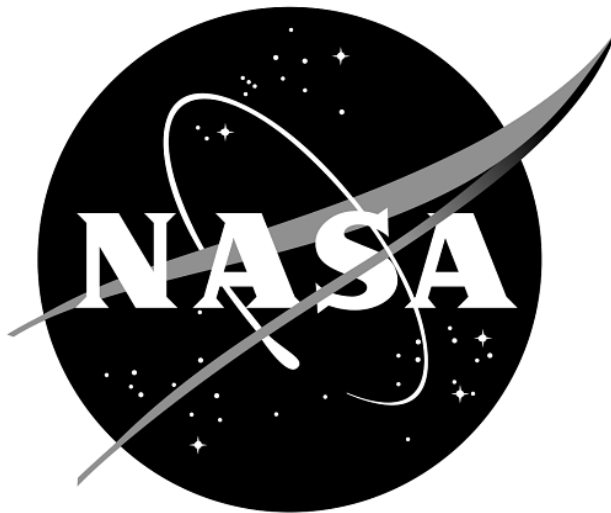

PDS4 Standards Change Control Board (CCB) Charter

NASA Planetary Data System



Approved by PDS Management Council
8 June 2016

Change Log

Revision	Date	Description	Author
Draft	2013-05-06	Initial draft release.	D. Crichton, L. Neakrase, R. Beebe, F. Vilas
Draft	2013-05-27	Revisions after Round 1 of comments	Simpson
Draft	2013-05-29	Editorial improvements	Simpson
Draft	2013-06-03	Limits on representation from support nodes	King
Final	2013-06-10	Final editorial clean-up before MC e-vote	Simpson
Final	2013-06-11	Corrected spelling of Manger to Manager in last paragraph of Section 4	Simpson
Final	2013-06-13	Added approval note to cover page; changed dates in page headers to 13 June	Simpson
Final	2016-06-08	Remove review of documents from the scope of the CCB.	Crichton

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1. Purpose

The PDS4 Standards Change Control Board (CCB) is a subcommittee of the PDS Management Council (MC). It manages the orderly evolution of PDS4 Standards by evaluating proposed changes, determining which should be approved, and monitoring their implementation if approved.

2. Scope

The CCB assesses impact of, prioritizes, and approves (or rejects) requests for changes to PDS4 Standards. For approved changes, it plans and integrates changes into future releases of the PDS4 Standards. It determines which changes require MC review and approval.

For purposes of this Charter, PDS4 Standards include the PDS4 *Information Model* (including *Data Dictionary*).

Change requests may include requests for resolution of inconsistencies and/or ambiguities within the above (bugs) as well as new capabilities and/or restrictions on existing capabilities.

3. Responsibilities

The CCB is responsible for:

- Receiving change requests;
- Conducting regular reviews of change requests;
- Assessing the impact of proposed changes;
- Accepting or rejecting requested changes;
- Requesting additional information on a change request, if needed;
- Ensuring that implementation complies with the approved changes; and
- Reporting status of changes to requestors, the MC, and IPDA

4. Membership

The CCB comprises five to seven members, appointed by the PDS Program Manager (PM) in consultation with the NASA PDS Program Executive and managers of PDS science Discipline Nodes (DNs). Each appointment is for a two-year term, except that a majority of the initial appointees will have one-year terms. Members may be reappointed for additional two-year terms.

Members of the CCB will be representative of PDS, its data providers, and its users. They will ordinarily be selected from among PDS staff and a pool of candidates recommended by the International Planetary Data Alliance (IPDA). Except in unusual circumstances, there should be no more than one representative from each science DN, from each support Node and from IPDA.

For short time intervals when a CCB member may be unable to serve, the PM may appoint an alternate. For longer absences, the PM may declare a vacancy and appoint a new member with a two-year term.

The PM appoints the CCB Chair, who must be a member of the CCB, for a term of nominally one year. It is expected that the position of Chair will rotate among the members of the CCB.

The PM, in consultation with the Manager of the Engineering Node, will appoint a CCB Coordinator who will assist the CCB in carrying out its Responsibilities (above), including maintaining the CCB web site. The CCB Coordinator is not a member of the CCB, unless appointed to a membership separately.

5. Meetings

The CCB will meet regularly at a time and place set by the CCB Chair. In addition, the CCB Chair may convene the CCB in an ‘emergency’ meeting to address time-critical topics as necessary.

Each member of the CCB (including the Chair) has one vote; a majority of members constitute a quorum. Decisions shall be by majority vote of those in attendance.

Items presented to the CCB shall be circulated electronically for members' review at least three (3) workdays in advance of a meeting so members can review the documents in a meaningful way. In some cases, disposition may be determined by virtual deliberation of the members without convening a CCB meeting; such decisions must be confirmed and documented at the next regular meeting.

The CCB will determine whether a change request is approved as is, approved as modified after discussion, denied, or queued for additional study.

The CCB Chair and/or the CCB Coordinator may appoint ‘working groups’ to provide additional input on specific change requests.

6. Communications

The CCB Chair will prepare a meeting agenda and forward it to the CCB Coordinator, who will broadcast it to interested parties at least three workdays in advance of each meeting; it will include links on the CCB web site to the change requests that will be considered. The agenda for each meeting will be retained on the CCB web site indefinitely.

The CCB Coordinator will take meeting minutes to document recommendations, decisions, and action items. Minutes will be distributed to the CCB before the next meeting. After revision (if necessary) and approval by the CCB, minutes will be posted to the CCB web site.

The CCB Chair will inform each requestor of the CCB's recommendations and decisions.

The CCB chair will submit regular status reports to MC and the IPDA, informing them of CCB activities, recommendations, and decisions.

7. Appendix — Change Request Process

The CCB Coordinator will maintain a web site through which change requests will be submitted.

PDS staff may submit change requests. DNs or IPDA may forward change requests from others — with or without modification.

Each change request should include:

- Definition of the change — a description of the change and why is it needed or desirable
- Scope of change — which parts of the PDS4 Standards will be affected and how?
- Anticipated Impact — any negative consequences that can be foreseen
- Priority — what is the urgency for the change?
- Dependencies — does this proposed change interact with other pending changes (if known)?

The CCB Coordinator will collect change requests and conduct an initial technical assessment, starting with the above discussion points. When satisfied that the change request is understood, the Coordinator will forward the change request to the CCB Chair for addition to an upcoming agenda.