Galileo Exploitation - Document Delivery Rules and Procedures

Reference:

GSA-GAL-CADM-PRC-208712

Issue/Version: 1.0

Date: 02/03/2016

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Change Log:			
Issue/ Version	Changes & Pages Affected	Author	Date
1.0	First issue/release	N. Panther	02.03.2016

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1   Introduction

This procedure establishes the requirements for formal GSA contractor deliveries of all Galileo project documentation, Unclassified and RESTREINT UE/EU RESTRICTED or equivalent, to the GSA Galileo CADM Office.

This procedure does not apply to the handling of any items or documentation above the classification level RESTREINT UE/EU RESTRICTED, neither does it affect the specific treatment of PRS documentation or items. The instructions for such deliveries shall be found in the project or contract specific requirements.

2   Applicable and Reference Documents

Applicable Documents:		
ID	Title	Reference
AD 1	Commission Decision 2015/444 on the security rules for protecting of classified information	
AD2	European GNSS Programme Security Instruction, latest version	
AD3	Configuration and Information Management	ECSS-M-ST-40C

Reference Documents:		
ID	Title	Reference
	none	

3   Acronyms and Abbreviations

Abbreviation	Definition
CADM	Configuration and Documentation Management
DRL	Deliverables Requirements List
DDL	Document Delivery List
DM	Document Management
DMS	Document Management System
EC	European Commission

Abbreviation	Definition
EU	European Union
GNSS	Global Navigation Satellite System (e.g. GPS, Galileo, GLONASS etc.)
GSA	European GNSS Agency
RUE	RESTREINT UE/EU RESTRICTED
SAL	Security Aspects Letter

4 Procedures

4.1 Document Layout/Template

A company template shall be used for all deliverable documents.

As and when deliverables are classified as RESTREINT UE/EU RESTRICTED or equivalent, the requirements for the classification, as prescribed in [AD2] European GNSS Programme Security Instruction, shall be applied.

4.2 Template Mandatory Fields

1) First/Cover Page:
   - Document Title
   - Document Reference Number: it is unique and should not be changed
   - Document Issue/Version
   - Document Date
   - Approval/Signature Table

2) All pages (headers/footers:
   - Document Title
   - Document Reference Number
   - Document Issue/Version
   - Document Date
   - Page number and number of pages

3) Other:
   - Document Change Log/Sheet
   - Table of Contents (including all annexes if applicable)

4.3   Document Reference Numbering and File-naming Convention

4.3.1   Document Reference Number

The document reference numbering shall follow the below convention:

Project-DocType-Company-Segment or Project-UniqueIdentifier/Number

Example:

GAL-PL-GSA-GMS-00002

The specific abbreviations to be used during a contract will be identified at contract Kick-Off.

4.3.2   Document File Naming

The following file naming convention shall be applied:

a)   Full document reference number followed by the document issue/version and the document title abbreviation (taking into account the filename character limitation in Windows OS)

b)   The parts of the filename should be separated with an underscore, e.g.:

GAL-PL-GSA-GSC- 00002_1.0_CADM Plan

c)   Underscores shall not be used in the document reference or title abbreviation

d)   The parts of the reference shall be separated with a hyphen

e)   For file naming of annexes, please see section 4.3.4

4.3.3   Annexes

By the term annex, this document refers to any annexes, appendices or attachments related to a specific document or documents, whether they are a 'part' of the same document or a physical 'attachment'.

If an annex is part of the document and 'inside' the document, it is referred to as an **'internal'** annex. Internal annexes do not have their own reference number, issue or versioning and shall be listed clearly in the table of contents (ToC).

If an annex acts as an attachment to the main document, three types of '**external'** annexes are considered:

1.   Document and its 'rendition'/other format, e.g.:

   a.   A schedule and its .mpp format

   b.   Any lists and their .xls formats – e.g. RFD/RFW list, Risk Register etc.

2. An annex as an external attachment, such as lists, drawings, documents which are not standalone from the CADM point, meaning they do not have their own reference number, issue/versioning and approval cycle, but are part of the main document and delivered separately mainly for practical reasons (e.g. As Run procedures).

   Note: External annexes shall be clearly identified in the document, specifically listed in the ToC (annex file name is recommended as a reference).

3. Annex as a standalone document – this is regarded as a rare occurrence and should be avoided. However, should this be necessary, this annex is a separate document from a CADM point of view, hence carries its own reference number, has a separate issue and versioning and can be approved/revised regardless of the evolution of the main document.

4.3.4 File naming of annexes

1. Main document with **internal annexes**: as already stipulated in section 4.3.3, the annex is part of the document, hence it does not have its own reference number, issue, versioning or filename.

2. Main document and its **rendition**, examples:

   Main document: GAL-SCH-GSA-GSC-X-00003_2.0_Working Schedule.pdf

   "Annex": GAL-SCH-GSA-GSC-X-00003_2.0_Working Schedule.mpp

   Main document: GAL-LI-GSA-SYST-0004_1.0_Inventory List.pdf

   "Annex": GAL-LI-GSA-SYST-0004_1.0_Inventory List.xls

3. Main document and 'external annexes' :

   a) External annex as part of the document but delivered as a separate file (listed in the ToC),

   Main document: GAL-ICD-GSA-SYST-00001_1.0_ICD.pdf

   "Annex": GAL-ICD-GSA-SYST-00001_1.0_A01 and short title.zip (e.g. schemas)

   b) External annex as a standalone, configured file with its own reference number, issue/version/approval cycle and is file-named in the same manner as any standalone document:

   a. Standalone Annex: GAL-SOW-GSA-SYST-00007-A01_1.0_SoW SC1

5 Document Issue/version convention

All documents start as drafts with issue/version 0.1 where, after reviewing the final/approved/released issue/version is 1.0.

When a document previously approved needs to be updated, the original version of the approved document should be used for the next version/review. By default, after the first issue with the format of 1.0, the next recommended issue/version should be 1.1 for minor changes and 2.0 for major changes. The document change log should summarise all changes made to the document with each new release.

6 Documentation Exchange Rules

All project deliverables, unclassified (UNCLA) and RESTREINT UE/EU RESTRICTED or equivalent, as per the project applicable DRL, are to be provided to the GSA Galileo CADM Office (hereafter CADM Office). Contact details of all personnel (CADM/Documentation Officers) responsible are established before any delivery is committed.

All deliveries, UNCLA and RESTREINT UE/EU RESTRICTED or equivalent, are transferred to the CADM Office online secure server (sFTP).

The specific procedures for all formal deliveries, UNCLA and RESTREINT UE/EU RESTRICTED or equivalent, to the CADM Office are as follows:

1. All deliverables shall be provided by the contractor CADM/DM Office via the established sFTP server/account, log in details of which will be made available to the contractor CADM/DM Office in a dedicated email when requested. The sFTP account details will be provided to the contractor CADM/Documentation Officer only, and are not to be shared with another party unless agreed by the GSA Galileo CADM Office, in consultation with the GSA Central Security Office.

2. The contractor shall provide an email notification accompanying every formal delivery to the CADM Office (a single point of contact), at:

   ENTR-GALILEO-GSA@gsa.europa.eu

3. Each email notification shall be accompanied by a signed Delivery Note (as the email notification attachment). In case a delivery/datapack consists of both unclassified and RESTREINT UE/EU RESTRICTED or equivalent **(Chiasmus encrypted)** documents then the documents shall be clearly split into 2 deliveries, with 2 Delivery Notes, one covering the unclassified and one the RESTREINT UE/EU RESTRICTED or equivalent. Each Delivery Note shall list:

   a) The delivery title (e.g. CDR datapack; Monthly Progress Report etc)

   b) The delivery purpose/reason (sometimes the same as the title; otherwise e.g. Monthly Reporting, PCCB outcome, Change Request number etc)

c) The delivery note unique reference number (following the same reference and file-naming convention as all deliverables), date, issue and all signatures

d) The list of all documents provided with this delivery: full document reference, title, issue/version and classification (unclassified or RESTREINT UE/EU RESTRICTED or equivalent)

*A DN example can be provided by the CADM Office on request.

4. The email notification regarding documents classified as RESTREINT UE/EU RESTRICTED or equivalent shall be copied to RCO@gsa.europa.eu.

5. The email notification shall not be copied to other GSA staff. All parties involved will be notified of a delivery receipt/availability once all documents have been checked and approved by the CADM Office. Documents classified as RESTREINT UE/EU RESTRICTED or equivalent will only be distributed to GSA staff with a confirmed Need-to-Know,

6. Documents in electronic format shall be delivered in one folder on the sFTP server (per delivery, e.g. one folder for unclassified and one for RESTREINT UE/EU RESTRICTED or equivalent ; unless agreed prior to delivery, with no subfolders.

7. Once the delivery/documents are accepted by the CADM Office, the Delivery Note is countersigned by the CADM Office and returned to the originating CADM/DM Office as a proof of receipt and acceptance in terms of the GSA CADM requirements.

8. The documents are then deleted/removed from the sFTP server/web interface by the CADM Office.

9. Document deliveries containing information with a classification higher than RESTREINT UE/EU RESTRICTED (or equivalent), shall be provided separately to the GSA Classified Document Registry, in accordance with the provisions of the Security Aspects Letter (SAL) attached to the contract.

7 Project Reviews

Regarding deliveries for a specific review, a tailored review procedure/organisation note shall be provided by the entity responsible for the review. This procedure shall describe any deviations or exceptions for the review delivery (such as a special folder structure/subfolders), however, the generic rules remain the same. The organisation note/review procedure shall be provided to the CADM/DM office 2 weeks prior to the review Kick-Off date.

End of Document