

| | | |
|--|--|------------------------|
| TITLE TECHNICAL PAPERS AND PRESENTATIONS | | NUMBER E-603 |
| SUPERSEDES N/A | EFFECTIVE DATE 04 May 2016 | REVISION 5 |
| REFERENCES: E01 Engineering Management | | |
| REVISION HISTORY | | |
| <u>CHANGE No.</u> | <u>REASON FOR CHANGE</u> | <u>AFFECTED PAGES</u> |
| A | General update | All |
| B | General update and clarification of requirements regarding export control review | All |
| 3 | Clarify flow and export control review | All |
| 4 | Update procedural flow and form title | All |
| 5 | General update | All |

| | |
|--|--|
| RESPONSIBLE FOR CONTENT | MANAGEMENT APPROVAL |
| Pamela Pena (26638) Manager Intellectual Property | Raj Rajiyah (27050) Executive Director Product Innovation |

1. SCOPE

This procedure covers the internal review and approval of technical publications, i.e., papers, presentations and abstracts that will have unrestricted dissemination outside SSL. For purposes of this procedure, technical papers and presentations include oral presentations with or without hardcopy handouts and dissemination in electronic form. For papers and presentations to be published or presented under conditions where access by foreign nationals is not precluded, export control review is required, which may include review and approval by a U.S. Government agency.

2. GENERAL

Engineering and project personnel are encouraged to write papers and articles for publication. Technical publications enhance the company's image and give recognition of the authors. However, since products, processes, ideas, inventions, and other intellectual property may have great value to SSL's competitors and may be subject to contractual and legal restrictions, it is necessary to carefully review material before it is put in the public domain. The following aspects of published information are of concern:

1. Technical quality — Is the technical content sound and accurate?
2. Export control — Is the technical information in a subject area and at a level of detail that does not violate U.S. export restrictions?
3. Intellectual property — Is it advisable to reveal this intellectual property to the world? Is it protected by patent or copyright? Does another entity hold a patent on part of the described technology?

| TITLE | NUMBER |
|---|--------------|
| TECHNICAL PAPERS AND PRESENTATIONS | E-603 |

4. Marketing — Is it advisable to reveal this to current or potential competitors or is it at a harmless level of detail?
5. Contractual/legal — Is customer approval required? Is litigation risk involved?
6. Classification — Are we sure that no classified information can be gleaned from the paper?
7. Professional integrity — Does the author list fairly represent contributors of the work? Is credit adequately attributed to major facilitators?

The approval process requires that appropriate and accountable SSL organizations and staff qualified to address the above issues review the material proposed for publication and indicate approval or recommend changes before its submittal for publication.

3. DEFINITIONS

Technical Paper — A document containing scientific, business, or professional information in printed or electronic form for dissemination to professional associations/societies, government organizations, or the public, at a symposium, seminar, conference, or through technical publications media. For the purpose of this procedure, Technical Papers do not include public relations and marketing materials. Also not included are proposals and documents prepared in response to contract requirements,

Technical Presentation — A subset of Technical Papers as defined above, but specifically formatted for the purpose of supporting an oral presentation to an audience, and regardless of whether or not hard copy handouts will be given to the audience. This also includes any content of an oral presentation that goes beyond the scope of the presentation material, as well as the full content of an oral presentation given without visual aids.

Abstract — A subset of Technical Papers as defined above, but typically limited to a short description of a planned or proposed full Technical Paper or Technical Presentation.

4. PROCEDURE

Time allowance — The approval process should be initiated at least six weeks before deadlines or submittal dates, principally to allow time for export clearance by the U.S. government agency Defense Office of Prepublication and Security Review (DOPSR). If there is a reasonable expectation of a need for additional external (e.g., customer) review, appropriate additional time should be allocated. The SSL author is responsible for making the judgment with regard to that “reasonable expectation” and submit the Technical Paper for approval with the adequate lead time.

Process — The Technical Paper process is done via Docusign. The Author shall coordinate with the Technology Administrator for all submittal.

5. APPLICABLE FORMS

SSL-470 Request for Technical Publication Approval

Appendix A: Instructions on how to submit Technical Publication Document approval

Appendix B: Instructions for Technical Publication Approvers



SSL-470 Request for Technical Publication Approval

| | | | |
|---|--|-------------------------------------|----------------------------|
| Date: | Caution: DOPSR export review takes at least 6 weeks | Control Number: SS/L-TPA- | |
| Part I - Author to enter required information and forward to Technology Administrator x27609 Complete Form in Microsoft Word – No handwritten forms will be accepted | | | |
| Category: <input type="checkbox"/> Technical Paper <input type="checkbox"/> Technical Presentation <input type="checkbox"/> Abstract | | | Submittal Due Date: |
| Author(s): | | Ext: | MS: |
| Paper Title: | | | |
| Meeting/Conference: | | Location: | Meeting Date: |
| Sponsor: | | | |
| Name of Publication: | | | Issue Date: |
| Material generated under: | | | |
| <input type="checkbox"/> IR&D <input type="checkbox"/> Contract Name & No: <input type="checkbox"/> Other : | | | |
| Classification: | Invention Disclosures: <input type="checkbox"/> Applicable numbers: <input type="checkbox"/> N/A <input type="checkbox"/> To be submitted by (date): | | |
| Part II (Pursued by Technology Administrator thru DocuSign) (Send this form and paper to Technology Administrator x27609, DO NOT wait for Part II signatures) | | | |
| Reviewers | Print Name, Sign if Approved Explain in Remarks if Disapproved | Approval Date | Disapproval Date |
| Department Manager (Supervisor reviews & initials first) | | | |
| Cognizant Director or Vice President | | | |
| (if applicable) Program Manager - Signifies Customer Approval | | | |
| Part III (Pursued by Technology Administrator thru DocuSign) | | | |
| Reviewers | Sign if Approved Explain in Remarks if Disapproved | Approval Date | Disapproval Date |
| Director, Export Compliance & Administration | | | |
| Patent Counsel (or Designee) | | | |
| Senior Vice President, Marketing & Sales (or Designee) | | | |
| Director of Technology | | | |
| Remarks | | | |
| Limit to 80 characters | | | |

Appendix A: Instructions on how to submit Technical Publication Document approval:

1. Contact Technology Assistant to coordinate all the submittal requests. Refer to Product Innovation Web site for the current Technology Assistant and IP Manager. (<http://techweb.ssd.loral.com/html/intel.html>)
2. Go to SSLWeb.
3. Hover on Finance -> Click on “DocuSign E-Approval”.
4. The above step will take you to DocuSign Sharepoint Web site.

Welcome to Space Systems/Loral (SSL) DocuSign Electronic Approval

5. Click on “Technical Publication Approval” link

Lists
Discussions

Recycle Bin
All Site Content

Space Systems/Loral (SSL) DocuSign Electronic Approval

[Current Projects Available for Online Signature Process:](#)

- Initiate a F20: Review and Approval of Proposals and Supporting Contractual Documents (S...
- Restricted Access. Contact docusign@sslmlda.com for user privileges
- F20 signature form Download PDF Download Word
- CER: Capital Expenditure Request
- **Technical Publication Approval**

6. The link will bring up the Technical Publication Approval site.
7. Click “Add New Item” link on the page.

Site Actions

Site Pages
Shared Documents
TDocLib
TPApprCompleted

Lists
Calendar
Tasks
TDocApprovers
Counter
TechPubApp

Discussions
Team Discussion

Recycle Bin
All Site Content

Technical Publication Approval site

Add a new image, change this welcome text or add new lists to this page by clicking the edit button above. You can also use the calendar to create new team events. Use the links in the getting started section to share your site and customize it.

| | Title | Control_Number | Program_Manager | TechPubStatus | TechPubApp |
|--------------------------|------------------------------|----------------|-----------------|---------------|------------|
| <input type="checkbox"/> | test automation 4 | 2016-027 | Zeena Narayanan | Completed | Completed |
| <input type="checkbox"/> | Test automation 3 | 2016-026 | Zeena Narayanan | Completed | Completed |
| <input type="checkbox"/> | Test automation submission 2 | 2016-025 | | Completed | Completed |

[Add new item](#)

8. When the new menu opens, please enter title, program manager’s name (Customer PMO - optional), and document originator name.

Please leave document originator name box blank if you are submitting it for yourself.

TechPubApp - Test document Originator

Edit

Save Cancel Paste Copy Cut Delete Item Attach File Spelling

Commit Clipboard Actions Spelling

Title * Test document Originator
Enter Title for Technical Publication Approval

Program_Manager Chris Deneault ;
Name of the Customer (PMO) Manager for approval - OPTIONAL

Document_Originator Temmie Chun ;
If you are submitting for someone else please enter the person name

Created at 3/7/2016 9:49 AM by Temmie Chun
Last modified at 3/7/2016 4:23 PM by Temmie Chun

Save Cancel

After customer PMO name is entered then click here to validate

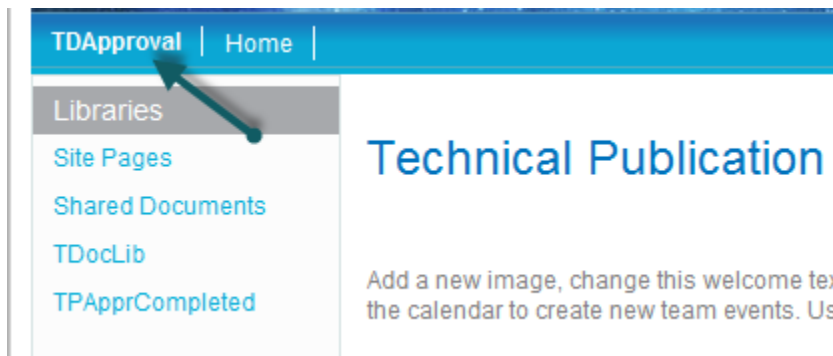
Click here to search for the name

If you are submitting for someone else, please enter the name of the Document originator

If you need to search the name for the program manager, then click on the book icon to search for the name.

9. Click "Save".

10. It will take you back to the screen. Click on "TDAApproval" on the top of the ribbon to refresh the screen to check for completion.



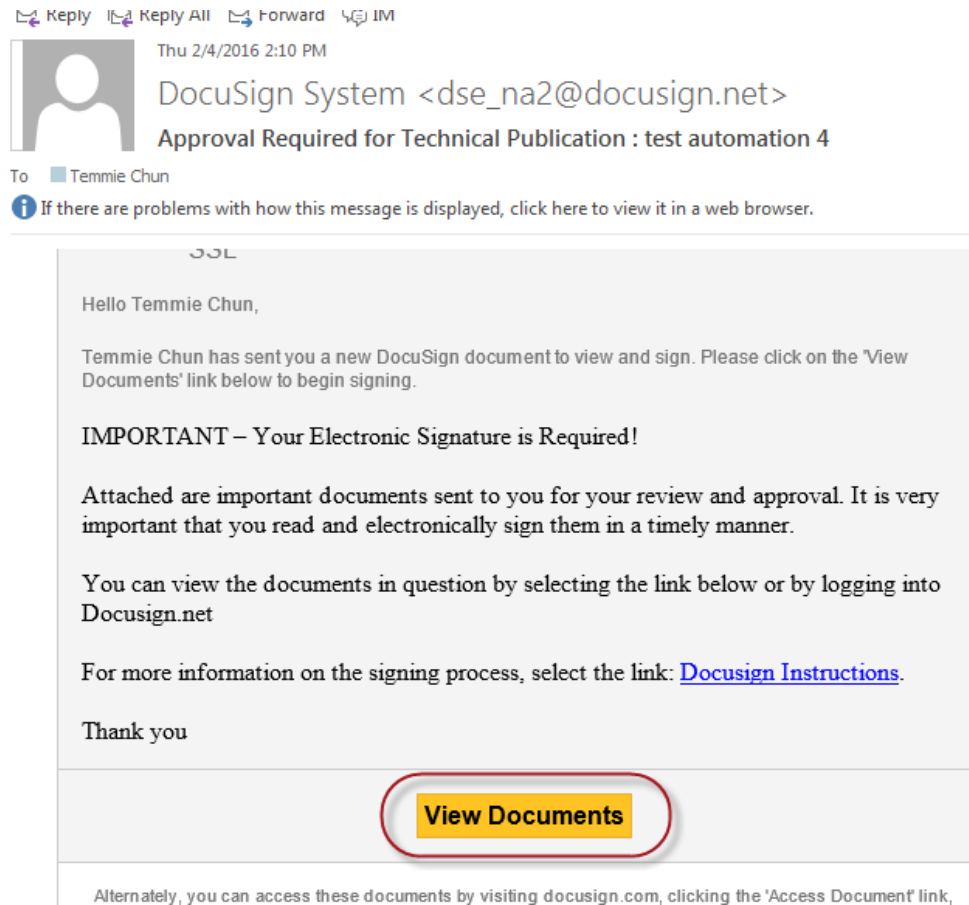
11. Click on the "TDAApproval" link to refresh the page until it displays "Completed" under the "TechPubStatus" and "TechPubApproval" columns.

| TECHPUBAPP | | | | | | |
|--------------------------|------------------------------|----------------|-----------------|---------------|-----------------|-------------|
| <input type="checkbox"/> | Title | Control_Number | Program_Manager | TechPubStatus | TechPubApproval | Created By |
| <input type="checkbox"/> | test automation submission | 2016-023 | | Completed | Completed | Temmie Chun |
| <input type="checkbox"/> | Test automation submission 2 | 2016-025 | | Completed | Completed | Temmie Chun |
| <input type="checkbox"/> | Test automation 3 | 2016-026 | Zeena Narayanan | Completed | Completed | Temmie Chun |
| <input type="checkbox"/> | test automation 4 | | Zeena Narayanan | In Progress | | Temmie Chun |

+ Add new item

| TECHPUBAPP | | | | | | |
|--------------------------|-------------------|----------------|-----------------|---------------|-----------------|-------------|
| <input type="checkbox"/> | Title | Control_Number | Program_Manager | TechPubStatus | TechPubApproval | Created By |
| <input type="checkbox"/> | test automation 4 | 2016-027 | Zeena Narayanan | Completed | Completed | Temmie Chun |
| <input type="checkbox"/> | Test | 2016-026 | Zeena Narayanan | Completed | Completed | Temmie Chun |

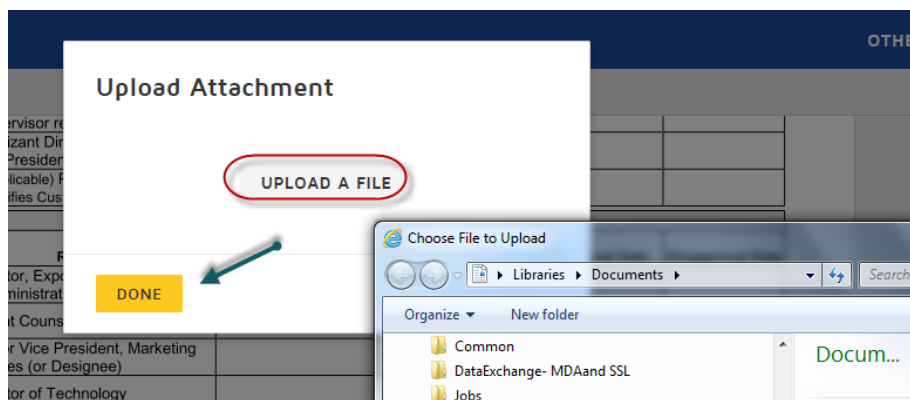
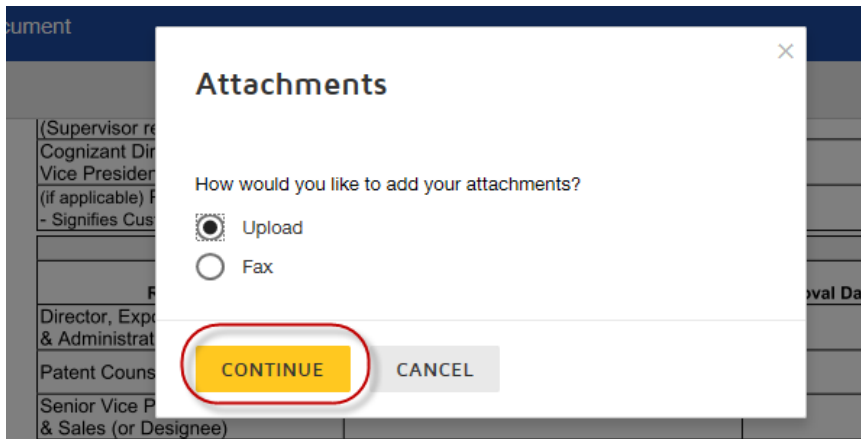
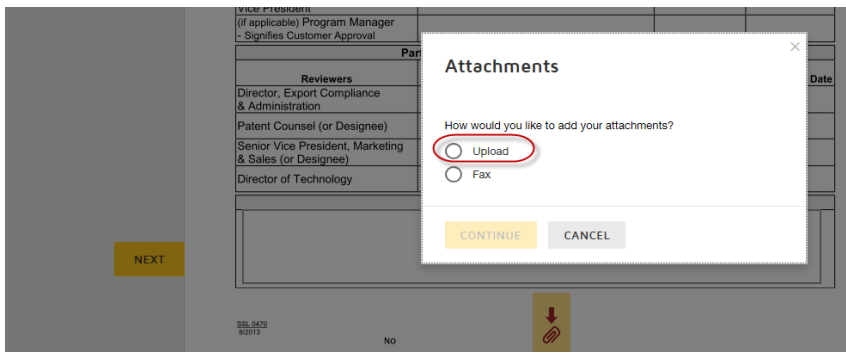
12. Once the submission is completed, DocuSign will send out an email to allow you to view the documents.
13. When you receive the email from DocuSign, please click on "View Document".



14. Fill out all required information and complete the form.

| | | | |
|---|---|---|---------------------------------------|
| Date: 2/4/2016 | Caution: DFOISR export review takes at least 6 weeks | | Control Number: SS/L-TPA- 2016-027 |
| Part I - Author to enter required information and obtain Part II signatures Complete Form in Microsoft Word – No handwritten forms will be accepted | | | |
| Category: | <input checked="" type="checkbox"/> Technical Paper | <input type="checkbox"/> Technical Presentation | <input type="checkbox"/> Abstract |
| Author(s): | test | Ext: 111 | MS: 222 |
| Paper Title: test automation 4 | | | |
| Meeting/Conference: test | Location: test | Meeting Date: 2/4/16 | |
| Sponsor: test | | | |
| Name of Publication: test | | Issue Date: 2/4/16 | |
| Material generated under: | | | |
| <input type="checkbox"/> IR&D <input type="checkbox"/> Contract Name & No: test <input type="checkbox"/> Other : test | | | |
| Classification: test | Invention Disclosures: <input type="checkbox"/> Applicable numbers: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> To be submitted by (date): NA | | |
| Part II (Pursued by Author) (Send this form and paper to Technology Administrator x24072, DO NOT wait for Part II signatures) | | | |
| Reviewers | Print Name, Sign if Approved | Approval Date | Disapproval Date |
| Department Manager (Supervisor reviews & initials first) | Explain in Remarks if Disapproved DocuSigned by: Chris Deneault | 2/4/2016 | |

15. Click "attach" button to upload the document at the bottom of the form page. (See below screenshot to upload the files.)



16. Click on the paper clip icon to upload multiple documents, then sign/initialize to complete the document and send out for the approval signature.

| Remarks |
|---------|
| |



Appendix B: Instructions for Technical Publication Approvers

1. Please click “View Document” when you receive an email from DocuSign for approval.
2. Review the information on the form, then scroll through to review the document.
3. If everything looks alright, then click on the dropdown box “—select —” in the Approved/Disapproved box.
Note: If you are the document originator and someone is submitting for you, then sign the document at the bottom of the form to move to the next approver.

| Part II (Pursued by Author) | | | |
|---|---|---------------|------------------|
| (Send this form and paper to Technology Administrator x24072, DO NOT wait for Part II signatures) | | | |
| Reviewers | Print Name, Sign if Approved Explain in Remarks if Disapproved | Approval Date | Disapproval Date |
| Department Manager (Supervisor reviews & initials first) | <div>SIGN ↓</div> <div>-- select -- ▾</div> | | |

4. Select “Approved” or “Disapproved” and sign the documents.

| Part II (Pursued by Author) | | | |
|---|---|---------------|------------------|
| (Send this form and paper to Technology Administrator x24072, DO NOT wait for Part II signatures) | | | |
| Reviewers | Print Name, Sign if Approved Explain in Remarks if Disapproved | Approval Date | Disapproval Date |
| Department Manager (Supervisor reviews & initials first) | <div>SIGN ↓</div> <div>Approved ▾</div> | 2/18/2016 | |

5. Click Finish to complete the approval so the document can move forward to the next approvers.
6. If you would like to decline/disapprove the document, click “OTHERS” on the top or bottom of the right corner page, then click on the “Decline” button. **(NOTE: If the document is declined, the previous approvers will get notified by email for Disapproval. The document will be voided and the initiator must resubmit for the approval from the beginning.)**