



SPIRE-ESA-MOM-00054-10

FIRST/Planck Project

Telefax

Fax No : (31) 71 565 5244

Tel. No : (31) 71 565 4585

Ref. :

Date : 12 November, 1998

From : P. Estaria (SCI-PT)

Page : 1 of 1 + 5 attached

To : J. Charra (IAS/Orsay)

Fax No: 33 16985 8675

C.R. Butler (ASI/Roma)

39 6 8537 0772

H. Aarts (SRON/Utrecht)

030 254 0860

O. Bauer (MPE/Garching)

49 89 3299 3569

K. King (RAL/Oxfordshire)

44 1235 44 6667

P. Roelfsema (SRON/Groningen)

050 363 4033

ESTEC : T. Passvogel, G. Pilbratt, J. Tauber, A. Heras, P. Claes, H. Schaap,
F. Vandenbussche

Subject : Commonality Steering Committee mtg @ESTEC, 11.11.1998


Please find attached the Minutes of the 1st Commonality Steering Committee
(ref.: PT-MM-06060), which took place at ESTEC on 11th November 1998.

Best regards,

P.O. P. Estaria

ESTEC

Postbus 299 - NL 2200 AG Noordwijk - Keplerlaan 1 - NL 2201 AZ Noordwijk ZH
<http://sci.esa.int/first>


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SUBJECT: Commonality Steering Committee: 1st Meeting


PLACE: ESTEC - 11 November 1998

Participants	Organ.	Distribution
H. Aarts	SRON/Utrecht	Participants + P. Claes (SCI-SA) F. Vandenbussche (SCI-PT) H. Schaap (SCI-PT) FIRST/Planck Project file
O. Bauer	MPE/Garching	
C. Butler	ASI/Roma	
J. Charra	IAS/Orsay	
K. King	RAL/Oxfordshire	
P. Estaria	SCI-PT/ESTEC	
T. Passvogel	SCI-PT/ESTEC	
G. Pilbratt	SCI-SA/ESTEC	
J. Tauber	SCI-SA/ESTEC	
A. Heras	SCI-SA/ESTEC	
P. Roelfsema	SRON/Groningen	


AGREEMENTS STATEMENTS	ACTION
<p>The meeting took place on the 11.11.1998 in ESTEC. Please refer to the handouts distributed at the start of the meeting.</p> <p>1. Introduction</p> <p>The agenda (p. 5) was accepted. There was no AOB.</p> <p>The participants confirmed commitment of their respective organisations to Commonality (this implies the willingness to provide the manpower necessary to support the various Working Groups identified).</p> <p>2. Steering Committee</p> <p>The composition (membership) and role of the Steering Committee was accepted as proposed (page 6-8). It was agreed that the activities of the Committee will be limited in time. The long lived WGs will at suitable points in time pass under the authority of the Ground Segment Advisory Group (GSAG).</p> <p>3. Working Groups</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • The WG chairmen will produce one month prior to each Steering Committee meeting a status report covering the activities of their group (status, progress made, problem areas, corrective measures taken, etc.). A standard layout shall be adopted by all WGs. • WG membership is not necessarily limited to one representative per instrument per WG when the range of expertise required dictates otherwise. A lead person must however be identified by each group. 	

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AGREEMENTS STATEMENTS	ACTION
<ul style="list-style-type: none"> ▪ Before the next meeting of the Steering Committee (planned for 16 March 1999) the WG chairmen shall convene the 1st meeting of their WG. The outcome must be as a minimum: <ul style="list-style-type: none"> - a list of the tasks to be carried out by their WG. - The corresponding priorities - A detailed plan of activities for the next 6 months. ▪ The chairmen reports and minutes of meetings of the various WGs will be accessible in the FIRST/Planck Project's reserved area on the SCI-SA-DMS <p>The following agreements were made concerning the individual WGs:</p> <p>WG # 1 Microprocessors and Components</p> <p>The common parts procurement co-ordination (p. 11) is removed from the activities of this WG, which is merged with WG # 2. The parts procurement will be treated as a separate WG at a later time.</p> <p>WG # 2 Spacecraft Interfaces and H/W Simulators</p> <p>This expanded WG is seen as short-lived since its recommendations/ conclusions must be available in time for the preparation of the ITT (Oct. 1999). The results of the internal ESA investigations on the maximum TM rate (downlink) which can be made available to the instruments will be provided to WG # 2 and WG # 4 before their first meeting (goal: before end-1998). K-O meeting foreseen early January 1999.</p> <p>WG # 3 RTA/QLA</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> - after the initial definition phase the group will continue (possibly with different participation and under a different name) its activities as an "implementation" group. - ESOC's participation will be required although not initially. - The first activity of the Group shall be an evaluation of the suitability of the "existing" PACS RTA/QLA as a basis for the "common" FIRST/Planck RTA/QLA. - LFI and HFI will nominate a Geneva representative for the WG (Level 1 processing) - The chairwoman (A. Heras) will nominate a secretary prior to each meeting of the WG (P. Estaria cannot assume the secretary's role, as initially foreseen, due to workload) <p>K-O meeting foreseen January-February 1999.</p>	

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AGREEMENTS STATEMENTS	ACTION
<p>WG # 4 Instrument Operations and On-Board S/W</p> <p>Seen as a System Group. (e.g. 3rd bullet page 25). For this reason the definition of an overall testing philosophy (1st bullet p. 28, WG # 5) is moved into this group. Transfer under the GSAG (as for WG # 3) when required. List of tasks to be prioritised. K-O meeting foreseen in January 1999.</p> <p>WG # 5 Operations and Test Language</p> <p>Agreed that this group does not need to start its activities before mid-2000. Agreed that depending on the overall testing philosophy defined by WG # 4, some of the tasks (e.g. definition of Instrument Control Language and Translator might have to be moved to another Group (e.g. WG # 3)</p> <p>WG # 6 FINDAS-IDIS Commonality</p> <p>Agreed that the first activity of WG # 6 should be to prepare for the testing and evaluation of the FINDAS prototype to be delivered to SCI-SA early March 1999. In particular to organise testing with the ICCs and participation of the LFI and HFI DPCs. Emphasis to be put on the implementation of 3rd-party "clients" using the FINDAS infrastructure. It was agreed that IDIS experience was relevant for this activity and should be taken into account. A FINDAS "tutorial" to be produced by ESA shall be available by the 15.12.98. The schedule presented (p. 31) was considered acceptable however the Committee expressed concern that SCI-SA was not in a position to commit on a delivery date for the first FINDAS operational version (needed for instrument testing activities). A need date of end-2000 was indicated. K-O meeting foreseen end-January/beg. February</p> <p>WG # 7 Other H/W Common Elements</p> <p>It was agreed to delete this WG. T. Passvogel will send ASAP a questionnaire to the Instrument Project Managers asking them to identify elements where "commonality" between two or more instruments would be possible and to nominate staff to cover these activities. Corresponding WGs to be set up. The following preliminary list of "common" activities (to be expanded/updated as required) was identified in addition to the items listed on page 18:</p>	

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AGREEMENTS STATEMENTS	ACTION
<ul style="list-style-type: none"> - Radiation environment and radiation testing - Calibrations and Calibration facilities - Optical test facilities - Alignment - Telescope simulator (TBD) - S/W tools (TBD) <p>4. Conclusion</p> <p>The activities of the various WGs and associated milestones as defined in the handouts were generally accepted with the qualifications made under 3.</p> <p>Membership in the various WGs was adjusted as a result of the discussion. The updated table (page 32) is attached. The (new) column "cross-instrument support" identifies WG members who provide general support to the WG rather than specific instrument-related support.</p> <p>The instrument groups should supply by the end of this month the name of their staff (NN in the table) who are not currently identified.</p> <p>The next meeting of the Steering Committee is planned for the 16.03.1999 at ESTEC. It was agreed that, in principle, the meetings of the Steering Committee will take place at ESTEC.</p>	

WG #	ESA Chair	ESA Secretary	Planck HFI	Planck LFI	FIRST HIFI	FIRST PACS	FIRST SPIRE	Cross Instrument Support
SC	T. Passvogel	P. Estaria	J. Charra	C. Butler	H. Aarts	O. Bauer	K. King	
1/2	F. Vandenbussche	H. Schaap	R. Pons J.L. Beney	NN	D. Beintema R. Cerulli	E. Renotte	H. Dziko or V. Manguen M. Carter	R. Orfei J.H. Herrero
3	A. Heras	No permanent Secretary	B. Cougrand NN NN	C. Butler	P. Roelfsema A. di Giorgio	O. Bauer E. Wiezorrek	R. Warren-Smith R. Gastaud	P. Estaria
4	F. Vandenbussche	P. Estaria	J. Charra NN NN	C. Butler TBD (Laben)	P. Roelfsema R. Cerulli	H. Feuchtgruber	D. Pike NN	
5	P. Estaria	H. Schaap	NN	TBD (Laben)	P. Roelfsema S. Pezzuto	H. Feuchtgruber	NN	
6	P. Claes	NN (G. Pilbratt J. Tauber K. Bennet P. Estaria)	R. Gispert	F. Pasion	P. Roelfsema P. Andreani	O. Bauer R. Huygen	R. Warren-Smith	