

**SUBJECT:** FIRST/Planck - SPIRE Management Meeting
Videoconference**PLACE:** ESTEC, RAL, QMW, SaP

Participants	Organ.	Distribution
M. Griffin	QMW	
K. King	RAL	
L. Vigroux	SaP	
F. Felici	ESTEC	
M. Anderegg	ESTEC	
P. Estaria	ESTEC	
T. Passvogel	ESTEC	
G. Pilbratt	ESTEC	

AGREEMENTS STATEMENTS**ACTION**

The "meeting" was held as combination of Video- and Audio conference with the Spire team. Reference is made to the agenda sent with ESTEC fax PT-06072, dated 17.11.1998.

1. Management

An updated management plan has been received from SPIRE and is under review at ESTEC.

Work Package Descriptions are under preparation by the Instrument Manager and will be completed by 15.1.1999.

An updated version of the WBS, the Document Tree and the Product Tree will be provided by SPIRE in early January 1999. ESTEC will provide comments.

The planned approach for the configuration management is discussed w.r.t. establishment of the baseline and the changes and the to be applied control. Change control is not yet clearly defined by SPIRE, a first draft will be established.

The question is raised by ESTEC whether and what approach is planned by SPIRE for risk management. SPIRE informs that this has been discussed in the SPIRE Steering Committee, however no formal steps are taken yet. This will be further assessed by SPIRE and the planned approach will be communicated to ESTEC.

ESTEC offers to present potential approaches that could be taken for instrument risk management. SPIRE (K.K.) will

AI - #1 SPIRE**AI - #2 SPIRE**



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<p>respond to this offer.</p> <p>SPIRE plans to use for S/W standards a merged version between ESA and CNES standards for onboard s/w. This approach is acceptable to ESTEC, however, ESTEC reminds that the use of the S/W standards for small projects is recommended by the project. SPIRE will review this document in detail.</p> <p>SPIRE confirms that the PA requirements as given as part of the AO requirements will be enforced in the SPIRE consortium. An action has been placed on the SPIRE S/S responsables to review the SPIRE PA plan and to formally agree to it (due in January 1999)</p> <p>2. Publicity Agreement</p> <p>ESTEC (FF) informs on the latest status of the planned PR approach for FIRST/Planck.</p> <p>ESTEC further informs on the approach foreseen for the WWW presence and the desire to initiate a discussion on the exchange and the interfaces with the PI teams. SPIRE is requested to provide information on its planned approach.</p> <p>SPIRE would more than welcome the availability of presentation material on FIRST/Planck that could be distributed to all team members. ESTEC plans to generate these items and would clearly also be interested to obtain instrument related optical presentation material.</p> <p>As a specific near term item SPIRE (MG) proposes to hold a PR event after/at the SPC meeting in February 1999. There are no formal plans on PR yet on ESA side, however ESA will define and arrange PR activities at the SPC.</p> <p>3. Schedules</p> <p>ESTEC raises the question, how schedule margins are handled in the SPIRE planning.</p> <p>SPIRE philosophy is that the schedules will be provided by the S/S's as net schedules, i.e. without any margin. This will be evaluated and consolidated by the SPIRE project team. The margins will be agreed upon after this consolidation and placed on the S/S's.</p> <p>The ICC and DAPSA centres will be treated the same way, but implementation in the schedules will only be reflected in spring/summer 1999.</p>	<p>AI - #3 ESA</p>



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<p>4. Teleconferences/Videoconferences</p> <p>ESTEC wishes to make maximum use of Tele- and Videoconferences to minimise travel. ESTEC will, as part of an existing action item, provide information on the standard that could be used by the teams.</p> <p>5. Project S/W Standards</p> <p>It is noted that similar standards are used at SPIRE and ESTEC (Win office, MS Explorer, PDF, MS project...).</p> <p>6. AOB</p> <p>The action items from the Payload Meeting at Paris in October are discussed, especially on the funding/cashflow problem in 2000 and 2001. SPIRE informs that the delay, in case no pre-financing could be found, for the delivery of the SPIRE FM would be 9 months.</p>	

