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Dear all,

A reminder and note on IIDR preparation:

* The SPIRE IIDR is at RAL on Mnday and Tuesday April 23/24

* Attached are
   - The draft agenda
   - A viewgraph template for presenters

* Please contact Judy Long for help with accommodation
   arrangements

* As you know from previous e-mails, this review is a vital
   one that will decide whether we can proceed to the next
   phase of the project. I believe we are in good shape for
   that, but it is very important to prepare well for the
   review. Ken King is in charge of collating the documentation
   and will need inputs from various people.

* Because we have a 3-day meeting with Alcatel the week before,
   it will be essential to get all the preparations done well
   in advance. Our hard deadline for finalisation for the
   documents is April 13.

* Presenters please note:

   - The review is based primarily on a large volume of
     distributed documents.
   - The purpose of the short presentations is to highlight
     the important features in the documentation to allow
     the Review Board (and the rest of us) to make a proper
     assessment of the state of our design and programme.

* I would like all participating institutes to be represented
   by senior people at this review

Cheers,

Matt

SPIRE IIDR   RAL, 23, 24 April 2001   Agenda

Day 1   23 April

Start Time	End Time	Duration (Min.)		
			Introduction Chair: King	
14:00	14:10	10	**Welcome and logistics**	**King**
14:10	14:30	20	**Purpose and organisation of the review**	**King**
14:30	14:45	15	**Review Board perspective**	**Passvogel**
14:45	15:15	30	**Instrument design and observing modes**	**M. Griffin**
15:15	15:30	15	**Coffee**	
			SPIRE Overview and System Design Chair: King	
15:30	16:00	30	**Instrument system design**	**Swinyard**
16:00	16:20	20	**Optical and opto-mechanical design**	**Swinyard**
16:20	16:40	20	**Electrical design and grounding scheme**	**Delderfield**
16:40	16:55	15	**Instument budgets**	**Cunningham**
16:55	17:15	20	**IID-B and Herschel interfaces**	**Delderfield**
17:15	17:30	15	**Failure modes/criticality analysis**	**Swinyard**
17:30	17:45	15	**EMC**	**D. Griffin**
17:45	18:00	15	**Thermal design and modelling**	**Heys**
18:00	18:30	30	**Questions and clarifications**	

Day 2   24 April

Start Time	End Time	Duration (Min.)		
			Instrument Development and Verification Chair: Griffin	
09:00	09:20	20	**Management plan**	**King**
09:20	10:20	60	**Development plan and schedule**	**King**
10:20	10:40	20	**Coffee**	
10:40	11:00	20	**PA Plan**	**Kelsh**
11:00	11:45	45	**Model Philosophy, Qualification and AIV**	**Swinyard**
11:45	12:25	40	**GSE and AIV/calibration facility**	**Smith**
12:25	13:00	35	**Questions and clarifications**	
13:00	14:00	60	**Lunch**	
			Major Subsystems: Design and Interfaces Chair: King	
14:00	14:30	30	**Detectors**	**Bock**
14:30	15:00	30	**FPU structure and thermal straps**	**Winter**
15:00	15:30	30	**FTS**	**Pouliquen**
15:30	15:45	15	**Coffee**	
15:45	16:05	20	**BSM**	**Cunningham**
16:05	16:20	15	**He-3 cooler**	**Heys?**
16:20	16:40	20	**DRCU**	**Cara**
16:40	16:55	15	**DPU and OBS**	**Di Giorgio**
16:55	17:10	15	**Instrument commanding**	**King**
17:10	17:40	30	**Questions and clarifications**	
17:40	18:40	60	**Review Board meeting**	
18:40	19:00	20	**Review Board feedback**	

Title

Presenter's Name

Affiliation

Heading

- **Words in large legible type like this (e.g. Arial > 18-point)**
- **Clearly labelled diagrams**
- **etc.**
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