

Herschel Calibration Steering Group kick-off meeting

Objectives

The objectives of the Herschel Calibration Steering Group (HCalSG) kick-off meeting are:

- To start the identification of the Herschel calibration objectives
- To exchange and compile information on the status of calibration requirements, plans and activities in the instrument teams and HSC
- To determine common calibration requirements and tasks
- To make a short term plan and organize the work for high priority calibration tasks
- To establish the required infrastructure/facilities for the HCalSG (Web page, document repository, E-mail distributions lists, meetings...)

Draft agenda

Date: 9 July 2002

Time: 9:00 (TBC)

Place: ESTEC, room TBD

1. Welcome and introduction of HCalSG members
2. Terms of reference and organization/facilities issues (chairperson, 15 min)
3. Herschel calibration objectives and milestones (chairperson, 15 min + 15 min discussion)
4. Calibration activities, current status and plans (HIFI, 30 min + 15 min discussion)
This includes:
 - Instrument Calibration Plans
 - On-going activities (documentation, ILTs, ground based calibration observations...)
 - Required preparatory work for instrument calibration (theoretical, models, laboratory data)
5. Calibration activities, current status and plans (PACS, 30 min + 15 min discussion)
See point 3.
6. Calibration activities, current status and plans (SPIRE, 30 min + 15 min discussion)
See point 3.
7. Satellite scientific calibration, cross-calibration and calibration operational issues (HSC, 20 min + 15 min discussion)

8. Tasks and common issues to be coordinated by the HCalSG and prioritization (all, 45 min)
9. Short Term Plan (all, 30 min)
10. Next meeting and AOB