

SPIRE ICC Steering Group Meeting

Rome 17th July 2002

The SPIRE Consortium meeting in Rome will include a meeting of the ICC Steering Group. This will be an important meeting with the objectives of:

- (i) identifying clearly the resources available for ICC development;
- (ii) agreeing the Management Plan for the ICC;
- (iii) agreeing a detailed programme for the next 12 months and an outline programme for subsequent phases of the development.

The ICC Steering Group Members (as defined in the *SPIRE Management Plan*) are:

- Seb Oliver ICC Scientist (Chair)
- Matt Griffin PI
- Laurent Vigroux Co-PI and SAp Co-I
- Bruce Swinyard Instrument Scientist
- Ken King ICC Development Manager
- Matt Fox ICSTM DAPSAS Centre Manager
- Rene Gastaud SAp DAPSAS Centre Manager
- Michael Rowan-Robinson ICSTM Co-I

As this meeting will consider resource and funding issues, it is important that other key individuals (or representatives authorised to speak on their behalf) also attend:

- Jean-Paul Baluteau
- Paolo Saraceno
- Göran Olofsson
- Ismael Perez-Fournon

The draft agenda are given below - please note the action to provide information prior to the meeting.

Draft Agenda

1	14:30	Summary of reports from Co-Is contributing to the ICC <i>These reports should be made available to the Steering Group 1 week in advance (July 10). The reports should cover:</i> <ul style="list-style-type: none">▪ <i>Total resources available at Co-I institute covering the period from now until launch (and beyond if the information is available)</i>▪ <i>As much additional information as possible on these aspects:</i><ul style="list-style-type: none">○ <i>Who are the individuals? (where known)</i>○ <i>What are their skills? i.e. pure software development; scientists with proven software skills (e.g. on existing packages); instrument calibration expertise; expertise in obtaining/modelling calibration data for astronomical sources; instrument operation; expertise in photometer processing; expertise in FTS processing.</i>○ <i>When are the individuals (or non-specific resources) available and for what proportion of their time?</i>○ <i>How flexible are the resources? Are individuals fixed, can their availability be altered, are they free to be located at another institute for any length of time?</i> <i>This information to be provided (to Ken) by:</i> <table><tr><td><i>For UK as a whole</i></td><td><i>Ken and Matt</i></td></tr><tr><td><i>SAP</i></td><td><i>Laurent</i></td></tr><tr><td><i>LAM</i></td><td><i>Jean-Paul</i></td></tr><tr><td><i>For Italy as a whole</i></td><td><i>Paolo</i></td></tr><tr><td><i>For Spain as a whole</i></td><td><i>Ismael</i></td></tr><tr><td><i>For Sweden as a whole</i></td><td><i>Göran</i></td></tr></table>	<i>For UK as a whole</i>	<i>Ken and Matt</i>	<i>SAP</i>	<i>Laurent</i>	<i>LAM</i>	<i>Jean-Paul</i>	<i>For Italy as a whole</i>	<i>Paolo</i>	<i>For Spain as a whole</i>	<i>Ismael</i>	<i>For Sweden as a whole</i>	<i>Göran</i>	King
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2	15:00	Agreement of total ICC staff effort available from within the consortium for the ICC Development Phase. <i>The outcome of Item 1 should be a clear tabulation of the amount of effort we have at our disposal. This will be used as the basis for planning of our ICC activities and for discussion/negotiation with ESA.</i>	Oliver												
3	15:15	Proposed ICC Management Structure and workpackage definition <i>This proposal (an elaboration of what was discussed at the ICC Review in May) will be available to the Steering Group one week in advance; Ken will present the proposal and answer questions.</i> Discussion and decision on proposal	King												
4	16:00	Incorporating key instrumental expertise into the ICC <i>We need to discuss how to ensure that key expertise within the consortium for photometer and FTS data processing is fed into ICC development.</i>	Griffin												
5	16:30	Proposed ICC Development work plan and schedule: <ul style="list-style-type: none">- Next 12 months (detail)- Rest of Development Phase (outline)	King												
	17:30	Meeting ends													