

## IA CCB procedure

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- the IA CCB members are:
  - A. Contursi (PACS user representative)
  - S. Guest (SPIRE IA contact point)
  - R. Huygen (PACS IA contact point deputy)
  - J. Kemp (SPIRE IA contact point deputy)
  - S. Leeks (PST user representative)
  - T. Lock (HSCDT QA)
  - V. Ossenkopf (HIFI user representative deputy)
  - S. Ott (HSCDT IA)
  - J. Riedinger (HSCDT manager)
  - P. Roelfsema (HIFI IA contact point)
  - P. Royer (PACS user representative deputy)
  - M. Sauvage (SPIRE user representative deputy)
  - R. Shipman (HIFI user representative / HIFI IA contact point deputy)
  - H. Siddiqui (HSCDT IA deputy)
  - M. Vaccari ((SPIRE user representative)
  - R. Vavrek (PST user representative deputy)
  - E. Wieprecht (PACS IA contact point)
  
- the CCB will treat all SPRs/SCR that have been preliminary analysed (gut-fueled) 5 days before the CCB. Such SxRs are marked as "accepted for analysis". The CCB members are encouraged to contact the package owner directly so that SxRs they want to be discussed are pre-analysed in due time. The estimated time for the fix shall be entered in the "estimated time for fix" field of the SxR form

It is understood that the actual time for implementation might differ significantly from the gut-estimate. The analyser will \*not\* be criticised for the earlier estimate; it is only requested to update the estimate in the SPR system so the CCB can re-assess its decision

- For normal and high priority SCRs the package owner has also to state whether he agrees with this change request.
  
- 3 days before the CCB the chairperson will provide an overview and suggestions how to disposition the SPRs/SCRs
  - analyse in current mini-iteration
  - analyse in next mini-iteration
  - implement in current mini-iteration
  - implement in future mini-iterations

- implement in next iteration
- implement in future iterations
- reject

and provide a spreadsheet showing how this would affect the workload for the current and the next mini-iteration

- 1 day before the CCB its members inform the chairperson
  - if there are pre-analysed SxRs where they disagree with his proposition
  - if there are pre-analysed SxRs they want to be discussed in greater details
  - if there are very recent, not yet pre-analysed, high priority SxRs they want to be discussed
- During a telecon, the CCB will discuss these "contentious" issues
  - one CCB member disagreeing with the proposition
  - the package owner disagreeing with the SxR
  - one IA contributor disagreeing with analysis / implementation
  - very recent, not yet pre-analysed, high priority SxRs
  - overflow necessitating to re-disposition earlier decisions

In case there aren't contentious issues no telecon is necessary; the IA CCB decision is the one distributed as overview. The CCB has the right to put actions to IA contributors, the IA contact points (who are participating in the CCB) are expected to inform the actionees accordingly and ensure the actions are closed in time

- The frequency is TBC (but not more frequent than every two weeks, and at least each month), depending on the number of SxRs raised on IA
- SxRs that also effect non IA components will be discussed in the HCSS CCB