**Study Name**

**FR Meeting**

**Place, date, time***ESA Template Ver.1.1 16Sep2021*

Prepared by: ………

Ref. no: ………

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| **Participants** | **Company** | **Signature** | **Distribution list** |
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| **Discussion Item** | **Action Item** |
| **Agenda**1. Presentation and review of the FR documents (Contractor’s Team, limited to the modifications inserted after the previous review meeting with ESA):
	1. BC Business Case (D1-D2-D3)
	2. PoC Proof of Concept (D4)
	3. Preparation for service implementation incl. OP for follow on DP (D5)
	4. FREP Final Report
	5. PWP Project Web Page (final version)
2. Planning of the Final Presentation of the activity with the National Delegation(s) (if applicable)
3. Contractual issues (Contractor’s Team):
	1. PSS-A2 forms with relevant Exhibit A for the prime and all sub-contractors, showing the actual costs incurred
	2. A certification from the prime and all sub-contractors as mentioned in clause 27 of the contract
	3. Contract Closure Documentation
4. Review of the Feasibility Study Checklist
5. Agree on Action Item List (All)
6. Conclusions
7. Review of the Minutes of Meeting and Signatures (All)
 |  |
| 1. Presentation and review of the FR documents. The presentation was uploaded in the SharePoint Project Workspace (indicated as “SPPW” in the following). |  |
| 2. The Final Presentation is planned for DD MM YYYY. The event will take place in xxxxx. |  |
| 3. All the contractual issues have been clarified. The Action Items recording the pending issues are the following:IN CASE OF PRICE <=250kEUR: Please note that CCD submission is not required. |  |
| 4. The Feasibility Study Checklist compiled at the Business Case Review was reviewed and attached to the present Minutes. |  |
| 5. The Action Items List was reviewed. |   |
| 6. ConclusionsThe FR meeting is considered successfully concluded subject to the closure of all Action Items. |  |
| 7. The Minutes of the Meeting were reviewed and signed. The signed Minutes of Meeting will be uploaded in the SPPW. |  |

Annex 1. Feasibility Study Checklist