# DRAFT AGENDA for (Project name)

# Final Review (FR)

# ESTEC, room, date, time

The Final Review consists of two distinct parts, namely the *Final Presentation* and the *Project Finalisation Meeting*.

The *Final Presentation* is the public part of the review, to which staff from ESTEC will be invited. At the *Project Finalisation Meeting*, where project documentation and contractual issues are discussed, only the ESA Technical Officer(s) and the project (consortium) members will be present.

### Final Presentation

The Final Presentation will be given by the project (consortium) members. It should last no longer than 2 hours and will have the following draft agenda:

1. Introduction of participants
2. Introduction of the project: objectives and scope (ESA and Prime Contractor)
3. Very short presentation of the companies/organisations and their respective roles in the project (Contractor’s Team)
4. Overview of the System Architecture and summary of the activities of hardware/software development, content production and integration (Contractor’s Team)
5. Overview of Pilot Operations (including presentation of the Pilot Operation Summary Report) (Contractor’s Team)
6. Review of feedback from pilot operations and lessons learnt (Contractor’s Team)
7. Strategic considerations: current positioning of the initiative (e.g. potential sales of the product, competitive landscape) and remarks on the achievement of the Strategic Objectives (Contractor’s Team)
8. Future plans (Contractor’s Team)
9. Question and Answer Session (All)
10. Conclusions (ESA and (Contractor’s Team)

### Project Finalisation Meeting

(Only attended by the project consortium members and the ESA Technical Officer(s))

1. Presentation and review of the FR documents (Contractor’s Team):
	1. Requirements document (RD)
	2. Pilot System Architecture (PSA)
	3. Pilot Utilisation Plan (PilUP)
	4. System Verification Document (SVD)
	5. Pilot Operations Summary Report (POSR)
	6. Business Plan (BP)
	7. All the hardware produced or procured during the contract (HW)
	8. All the software produced or procured during the contract (SW)
	9. All the content produced or procured during the contract (CNT)
	10. Final version of Project Web Page (PWP)
	11. Final Report (FREP)
2. Introduce Contract Outcome Data (COD) to be submitted every 12 months for a 3 year period (ESA)
3. Public presentation at the next ARTES Applications Workshop
4. Contractual issues (Contractor’s Team):
	1. Request ESA to transfer ownership of deliverables, if applicable
	2. PSS A2 forms with relevant Exhibit A for the prime and all sub-contractors, showing the actual costs incurred. A certification from the prime and all sub-contractors as mentioned in clause 27 of the contract.
	3. CCN to convert Ceiling Price to Firm Fixed Price, if applicable
	4. Contract Closure Documentation:
		1. Parties, contract duration and financial information form
		2. Items deliverable under the Contract form
		3. Other deliverable items form
		4. Customer Furnished Items and Items made available by the Agency form
		5. Statement of Invention declaration
5. Status of the Final Invoice Checklist (ESA + Prime Contractor)