ACTIVITY NAME – ACTIVITY ID

Final Review Meeting

Part in Yellow shall be edited!

Place, date, time

ESA Template FR 1.0

Prepared by: ………

Ref. no: insert prime’s Reference Document, for instance: activity\_name/MOM\_FR/080219……

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| **Participants** | **Company** | **Signature** | **Distribution list** |
| ESA TO | ESA |  |  |
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| **Discussion Item** | **Action Item** |
| **Agenda**   1. Outline presentation for ESA internal visitors showing:    1. Main results (Contractor’s Team) (max 1h)    2. Demonstration of the product (Contractor’s Team) (max 30 min) 2. Presentation and review of the FR documents (Contractor’s Team):    1. Business Plan (focusing on the exploitation plan including customer engagement and Market analysis update)    2. [Deliverable 1]    3. [Deliverable 2]    5. Final Report    6. FDP Final Data Package 3. 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. Contract Closure Documentation:    4. CCN to convert Ceiling Price to Firm Fixed Price, if applicable 4. Status of the Final Invoice Checklist (ESA + Prime Contractor) 5. Agree on Action Item List (All) 6. Conclusions 7. Review of the Minutes of Meeting and Signatures (All) 8. Upload the Minutes of the Meeting in Activity Portal (Prime) |  |
| 1. The Final Presentation was done and it is considered completed |  |
| 2. Presentation and review of the FR documents.   * 1. [Deliverable 1]   Accepted/Not accepted   * 1. [Deliverable 2]   Accepted/Not accepted   * 1. …   2. Final Report   3. FDP Final Data Package | AI X.Y Upload on the Activity Portal the presentation provided at FR (Prime, due date DDMonYYYY):  AI X.Y Upload on the Activity Portal the (if update is needed after FR) Final Data Package in the FDP folder (Prime, due date DDMonYYYY): |
| 3. All the contractual issues have been clarified. The Action Items recording the pending issues are the following: List all open points and track the actions |  |
| 4. Status of the Final Approval Check List (ESA + Prime Contractor) |  |
| 5. The Action Items List was reviewed, identifying the Action Items required to be finalised to declare the FR successful.  All Actions Items were recorded in the Activity Portal before the end of the meeting, including the one reported below. |  |
| 6. Conclusions  The FR meeting is considered successfully concluded subject to the closure of Action Items … (typically a subset of the AIs above). |  |
| 7. The Minutes of the Meeting were reviewed and signed. |  |
| 8. The signed Minutes of Meeting were uploaded in the Activity Portal |  |