**Project Name**

**FR Meeting**

**Place, date, time**

*Template Ver.1.8 – 18Mar2024*

Prepared by: ………

Ref. no: ………

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants** | **Company** | **Signature** | **Distribution list** |
|  |  |  | Participants +  |
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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. PilUP Pilot-Demonstration Utilisation Plan (including pilot results)
	2. POSR Pilot-Demonstration Operations Summary Report
	3. BP Business Plan (including update on the Operations Plan)
	4. FREP Final Report
	5. S&A Summary and Achievements
	6. PWP Project Web Page (final version)
	7. list of Hardware and Software and associated Documentation to be delivered and any related loan or waiver of ownership
	8. RD Requirements Document
	9. SSA System and Service Architecture
	10. SVD System Verification Document
	11. DM Digital Media (as part of the FDP)
	12. SSP Single Slide Presentation
	13. FDP Final Data Package
2. Planning for the final presentation (and any conference / workshop - if applicable) (Prim Contractor)
3. Contractual aspects (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 and certification from the prime and all sub-contractors as mentioned in clause 27 of the contract
	3. Statement of (non) Invention
	4. CCN to convert Ceiling Price to Firm Fixed Price, if applicable
4. Fixed Assets and Inventory
5. Status of the Final Approval Check List (ESA + Prime Contractor)
6. Assessment Survey of ESA Business Applications (ESA + Prime Contractor)
7. Action Item List (All)
8. Conclusions
9. 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).The prime confirms that the content of the Final Report is of public nature and that no commercially sensitive information is there. |  |
| 2. The Final Presentation is planned for DD MM YYYY. The event will take place in xxxxx. |  |
| 3. Contractual aspects:a. Status of request ESA to transfer ownership of deliverables, if applicableb. Status of PSS-A2 forms with relevant Exhibit A for the prime and all sub-contractors, showing the actual costs incurred and certification from the prime and all sub-contractors as mentioned in clause 27 of the contractc. Statement of (non) Invention – Annex 2 is filled in.d. CCN to convert Ceiling Price to Firm Fixed Price, if applicableAll the contractual aspects have been clarified. The Action Items recording the pending issues are the following: |  |
| 4. Fixed Asset and InventoryThis section applies to all items developed or procured in the frame of the contract of a value above 10 kEUR AND NOT PART of the Deliverables List (check finalised Exhibit A of PSS-A2). A list of these items (if any) is provided at Annex 1 |  |
| 5. Status of the Final Approval Check List (ESA + Prime Contractor) |  |
| 6. The Assessment Survey of ESA Business Applications was filled-in by the TO, who recorded the answers and comments provided the Prime Contractor.<https://form.jotform.com/212022944581047>  |  |
| 7. The Action Items List was reviewed, identifying the Action Items requiring to be finalised to declare the FR successful. |   |
| 8. ConclusionsThe FR meeting is considered successfully concluded subject to the closure of Action Items … (typically a subset of the AIs above).  |  |
| 9. The Minutes of the Meeting were reviewed and signed. |  |
| 10. The signed Minutes of Meeting were uploaded in the SPPW. |  |

**Annex 1**

**Fixed Assets and Inventory**

[OPTION 1] No Fixed Asset has been acquired/developed under the Contract by the Contractor and/or its Sub-Contractor(s).

[OPTION 2] The following Fixed Assets are recorded and their disposition is agreed as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | ESA DECISION |
| Item Name | Part/ Serial Reference Number | Location | Value | Deliver to ESA | Sell or Dispose of | Leave in(Sub-) Contractor’s Custody |
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**Annex 2**

**Statement of (non) Invention**

**[OPTION 1: NO INVENTION]**

In accordance with the provisions of the above Contract, the Prime Contractor hereby certifies both on its own behalf and that of its consortium/Sub-Contractor(s), that no invention(s) has(ve) been made (Intellectual Property Rights registered or to be registered) resulting from work undertaken for the purpose of this Contract.

**[OPTION 2: INVENTION]**

In accordance with the provisions of the above Contract, the Prime Contractor hereby certifies both on its own behalf and that of its consortium/Sub-Contractor(s), that the following invention(s) has(ve) been made (Intellectual Property Rights registered or to be registered) resulting from work undertaken for the purpose of this Contract:

…………………….

The Agency’s rights on such registered and/or unregistered Intellectual Property Rights shall be in accordance with the ESA GCC Part II provisions as amended by the above Contract.

This Annex 2 is considered signed with the signature provided in the Minutes of Meeting.