ACTIVITY NAME – ACTIVITY ID

Part in Yellow shall be edited!

Development Cycle Completion Review Meeting

Place, date, time

ESA Template FR 1.0

Prepared by: ………

Ref. no: insert prime’s Reference Document, for instance: activity\_name/MOM\_DCCR/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 and National Delegations showing (Contractor’s Team):
	1. Main results of the de-risking activity (max 1h)
	2. Business opportunity (max 30 min)
	3. Proposal for the subsequent (Product Development) cycle (max 30 min)
2. Presentation and review of the DCCR documents (Contractor’s Team):
	1. Business Plan (focusing on the exploitation plan including customer engagement and Market analysis update)
	2. CCN for Product development (or Justification for non-continuation)
	3. [Deliverable 1]
	4. [Deliverable 2]
	5.
	6. Final Report
	7. FDP Final Data Package
3. Contractual issues (Contractor’s Team):
	1. Request ESA to transfer ownership of deliverables, if applicable
	2. Actual signed 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. (Project Controller may be called in the meeting to check the PSS provided)
	3. Contract Closure Documentation (to be kept as draft in case of CCN) (Conntract Officer may be called in the meeting to check the CCD provided)
	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. Business Plan (focusing on the exploitation plan including customer engagement and Market analysis update)
	2. CCN for Product development (or Justification for non-continuation)
	3. [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 DCCR (Prime, due date DDMonYYYY):AI X.Y Upload on the Activity Portal the (if update is needed after DCCR) 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) FACL to be done point by point at the meeting |  |
| 5. The Action Items List was reviewed, identifying the Action Items required to be finalised to declare the DCCR successful.All Actions Items were recorded in the Activity Portal before the end of the meeting, including the one reported below. |   |
| 6. ConclusionsThe DCCR meeting is considered successfully concluded subject to the closure of Action Items … (typically a subset of the AIs above). The Final CCN is expected by…/ The justification for non-continuation is expected by…  |  |
| 7. The Minutes of the Meeting were reviewed and signed. |  |
| 8. The signed Minutes of Meeting were uploaded in the Activity Portal |  |