



Rapporti Tecnici INAF INAF Technical Reports

| | |
|------------------------------------|---|
| Number | 179 |
| Publication Year | 2022 |
| Acceptance in OA@INAF | 2022-09-07T11:57:37Z |
| Title | BC-SIM-TN-003 - Reports and Note Layout and Flow - Version 2 |
| Authors | POLITI, ROMOLO, ZUSI, MICHELE, SIMIONI, EMANUELE, CREMONESE, Gabriele, CAPACCIONI, FABRIZIO, DORESSOUNDIRAM, ALAIN, LANGEVIN, YVES, PALUMBO, PASQUALE, VINCENDON, MATHIEU |
| Affiliation of first author | IAPS Roma |
| Handle | http://hdl.handle.net/20.500.12386/32552 , https://doi.org/10.20371/INAF/TechRep/179 |

BC-SIM-TN-003

Reports and Note Layout and Flow

Romolo Politi¹, Michele Zusi¹, Emanuele Simioni²,
Gabriele Cremonese², Fabrizio Capaccioni¹, Alain Doressoundiram³, Yves Langevin⁴,
Pasquale Palumbo⁵, Cristina Re², Mathieu Vincendon⁴

¹INAF-Istituto Astrofisica e Planetologia Spaziali, Via Fosso del Cavaliere 100, 00133, Rome, Italy

²INAF-Osservatorio Astronomico di Padova, Vicolo Osservatorio 5,35122, Padua, Italy

³Observatoire de Paris - PSL, Laboratoire d'Études Spatiales et d'Instrumentation en Astrophysique (LESIA), 92195 Meudon Cedex, France

⁴Institut d'Astrophysique Spatiale, CNRS / Université Paris Sud, 91405, Orsay, France

⁵Università Parthenope, Centro Direzionale Isola 4, 80133, Naples, Italy



Document BC-SIM-TN-003
Date 02/09/2020
Issue 2
Revision 0
Page 2 of 7

Index

INDEX2

EDITING2

CHANGE LOG2

1 INTRODUCTION4

- 1.1 SCOPE4
- 1.2 REFERENCE DOCUMENT4
- 1.3 ACRONYMS4

2 NAME CONVENTIONS5

3 AUTHORS LISTS5

4 APPROVAL FLOWS5

5 TEST DOCUMENTS FLOW5

6 SUBMISSION AND REPOSITORIES6

- 6.1 SUBMISSION GUIDELINES6

7 DOCUMENT VERSIONING7

Editing

Prepared by:

Romolo Politi
Michele Zusi
Emanuele Simioni

Revised by:

Fabrizio Capaccioni
Maria Teresa Capria
Alain Doressoundiram
Yves Langevin
Pasquale Palumbo
Mathieu Vincendon

Authorized by:

Gabriele Cremonese

Change Log

| Issue | Revision | Date | Affected Pages | Change description |
|-------|----------|------------|----------------|----------------------------|
| 2 | 0 | 05/09/2022 | Section 3 | Author list policy updated |



| | |
|----------|---------------|
| Document | BC-SIM-TN-003 |
| Date | 02/09/2020 |
| Issue | 2 |
| Revision | 0 |
| Page | 3 of 7 |



| | |
|----------|---------------|
| Document | BC-SIM-TN-003 |
| Date | 02/09/2020 |
| Issue | 2 |
| Revision | 0 |
| Page | 4 of 7 |

1 Introduction

1.1 Scope

In this document, we describe the name convention, the format, the flow of reports, notes, and plans produced for the Spectrometers and Imagers for MPO BepiColombo Integrated Observatory SYSTEM (SIMBIO-SYS). A template is attached to this document.

1.2 Reference Document

[RD1] SIM-BC-YY-XXX - Template of the report (attached).

1.3 Acronyms

| | |
|-------------------|---|
| ASW | Application SoftWare |
| DOI | Digital Object Identifier |
| FOP | Flight Operation Plan. |
| HK | Housekeeping |
| HRIC | High spatial Resolution Imaging Channel |
| PI | Principal Investigator |
| ME | Main Electronics |
| OA | Open Access |
| PDOR | Payload Direct Operation Request |
| PE | Proximity Electronics |
| PL | Planning Report |
| SIMBIO-SYS | Spectrometers and Imagers for MPO BepiColombo Integrated Observatory SYSTEM |
| STC | STereo imaging Channel |
| TC | Telecommand |
| TM | Telemetry |
| TN | Technical Note |
| TR | Technical Report |
| UM | User Manual |
| VIHI | Visible and Hyper-spectral Imaging channel |

2 Name Convention

The document names will be created using the following template: **BC-SIM-YY-XXX**.

YY is an alphabetical code for the document collection from the list below:

- LI:** Lists of sheets that collect relevant information,
- MN:** minutes of internal meetings,
- PL:** documents for the planned test, phase or campaign of observation,
- TN:** technical notes,
- TR:** technical report,
- UM:** user manual of software or tool that will be distributed to the team,

XXX is the progressive number of each collection. The author will contact the archive manager, Romolo Politi (romolo.politi@inaf.it), to obtain the first available progressive number.

3 Authors list

The definition of the list of authors is defined in coordination with the Instrument PI and Co-PIs. The authors are divided into two groups:

1. the first group is formed by the editors of the document whose name order reflect the entity of the respective contribution,
2. the second group contains first the PI and then all the Co-PIs (if not included in the first group) strictly in alphabetical order.

4 Approval Flow

The final version of the document will be sent to the approval flow. If the document is for a single SIMBIO-SYS channel it must be revised by the Co-PI of the channel and approved by the PI. If the document is relative to the instrument it must be approved by the PI and all the Co-PIs.

5 Test documents flow

For a test session, a specific document flow has been defined which is formed by:

1. **Test Planning:** it describes all the tests of the session. It focuses on:
 - describing the scope of the test;
 - the timing and the sequence of the test;
 - list of the PDOR and FOP used for the test.

The document will be archived in the PL collection.

2. **Simulator Report:** it describes the results of the simulator, in particular, the number of images for each session, the duration of each session, and the total data volume produced for each test. The document will be archived in the TR collection.
3. **EGSE Report:** it describes the data produced by each test. Specific sessions are dedicated to:
 - summary of the TM data;
 - check of produced images;
 - check of the HK parameters;
 - check of the packets lost;

- ME and PE negative events;
- TC rejected.

The document will be archived in the TR collection.

4. **Channel report:** it describes the results of the channel tests, opening issues if the channel has not nominal behavior or closing them if the previous, not nominal behavior is understood. It should contain the summary and the scopes of the TCs commanded during the tests.

The document will be archived in the TR collection.

5. **Instrument report:** it is a summary of the channel tests and describes the inter-channel ones. It refers to the more detailed analysis described in the single channel reports. It could be used as report for ESA.

The document will be archived in the TR collection.

6 Submission and repositories

The reports, in their final version, are archived in PDF version in the Documents folder located in the shared GDrive [SIMBIO-SYS](#).

The PLs, TNs, TRs, and UMs will be archived in the INAF Open Access repository (<https://openaccess.inaf.it>) and will be validated by an external referee.

The delivery to the OA Archive of any kind of software and related UM, e.g. ASW, reduction and calibration pipelines, analysis tools, etc., must be discussed case by case.

6.1 Submission guidelines

All the Planning, Technical Notes, Technical Reports must be submitted in **Section 4.01** of the Open Access Archive to obtain the Handle and the DOI. The DOI is necessary for the registration of the report in the ORCID site, e.g. Figure 1.

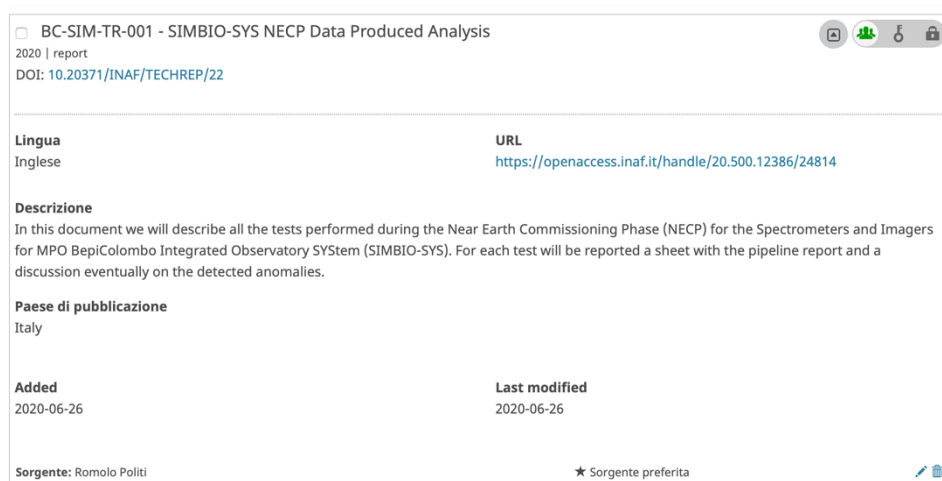


Figure 1: Example of TR imported in ORCID.



| | |
|----------|---------------|
| Document | BC-SIM-TN-003 |
| Date | 02/09/2020 |
| Issue | 2 |
| Revision | 0 |
| Page | 7 of 7 |

At the end of the review process, when the document is accepted and the associated DOI is delivered, the first author will add it to the ORCID website, using the procedure “Add DOI”, and will contact Cristina Re (cristina.re@inaf.it) for the update of the ESA webpage.

The use of Open Access section 4.01 for the submission could change based on the Open Access policy evolution.

7 Document Versioning

A new version of a delivered report will follow the standard delivery procedure. The version number must be added to the title, starting from version 2. The author can also add the delivery date to the file name.