

MEMORANDUM

For: Dr K S Prabhu/Dr R D Sharma/
Dr V Siddhartha/Prof J P Singh.

File/Ref: Org/Man.

From: Y S Rajan,
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Subject: Programme Offices at HQ.

1.0 Some of us were drafting a management plan for ISSP-II. It became very clear during this exercise that establishment of Programme Offices is a must for ISRO HQ, if various Projects/Programmes are to be integrated and coordinated properly. For example, ISSP-II has "Programme Contents" of

- (i) Remote Sensing Applications
- (ii) Satellite Technology Development
- and (iii) Telemetry, Tracking, Command & Data Acquisition.

Unless separate programme offices for these elements are established in ISRO HQ, the Project will take the development of elements in its own way, as currently happening in ISRO (for ISSP-I, SITE and SLV). It is projects which run ISRO, and not ISRO Programmes, the Projects!

In order to reverse this trend, we should think of setting at least six Programme Offices as under:

- (i) Launch Vehicle Technology Development
Programmes Office
- (ii) Satellite Technology Development
Programmes Office
- (iii) Telemetry, Tracking, Command & Data
Acquisition Programmes Office
- (iv) Communication & Navigation Applications
Programmes Office
- (v) Remote Sensing & Meteorology Applications
Programmes Office
- (vi) Space Science Programmes Office

You are free to modify these.

2.0 I am describing a concrete example of what a Programme Office will do, by explaining Satellite Technology Development Programme Office (Appendix-1) and will do one for Space Sciences. You are requested to send such a description in areas as suggested under:

- Action on (i) VS
- " (iii) KSP
- " (iv) JPS
- " (v) RDS

If you give drafts by Monday evening, it could be compiled and sent to Chairman.

Encl: Appendix-1

D R A F T

APPENDIX-1

DESCRIPTION OF SATELLITE TECHNOLOGY DEVELOPMENT
PROGRAMMES OFFICE

This office will be based in HQ and will consist of a small core of scientists overseeing the Programme elements of Satellite Technology Development relevant to ISRO. The tasks of this office will be done by this core team in consultation with Centre personnel wherever necessary.

The tasks of this office are:

- Coordination with other Program Offices (Application & Sciences) for defining Satellite Systems and conducting studies
- Advanced Planning for Satellite Technology Development, related to these studies
- Analysis of priorities in Satellite Technology Development and related facilities
- Definition of Satellite telemetry command & tracking standards in coordination with TTC&DA Programme Office
- Monitoring of identified Satellite Projects (executed by Centres)
- Monitoring of technology contracts related to satellite development (Detailed technical monitoring will be done by persons from Centres)
- Coordination of activities and facilities relating to High Reliability electronic components.