



Climate Change

Contract Kick-Off meeting

C3S2_311_Lot 3

Collection and Processing of In Situ Observations

Lot 3: Access to High-Resolution Gridded Datasets over
Europe based on In Situ Observations

Angeliki Tsapatsari
Contract Management Officer



European
Commission





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ECMWF team

Main Contacts



Angeliki Tsapatsari
Contract Management Officer
Angeliki.Tsapatsari@ecmwf.int



Hans Hersbach
Technical Officer
Hans.Hersbach@ecmwf.int



Leanne Bartle
Contracts Admin Reporting Officer
leanne.bartle@ecmwf.int



Rebecca Calnan
Senior Contract Administrator
rebecca.calnan@ecmwf.int



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C 3 S

C3S Mission

is to support European adaptation and mitigation policies by:



- Providing consistent and authoritative information about climate
- Building on existing capabilities and infrastructures
- Stimulating the market for climate services in Europe





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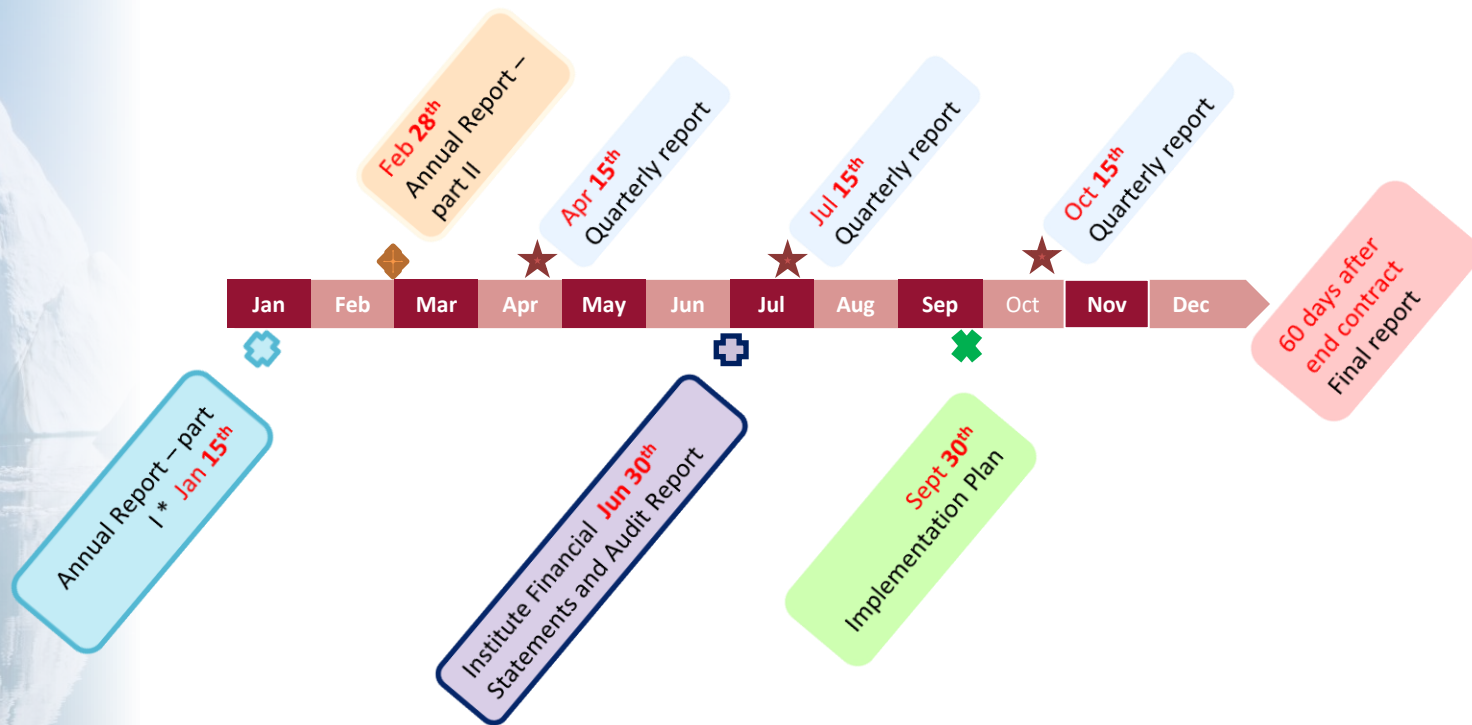
Copernicus ≠ Horizon Europe

		
Objectives	Sustainable operational services and service developments	Research and Innovation activities
Contractual aspects	Competitive procurement via Invitations To Tender (ITT), Requests For Proposals (RFP) and Request for Quotes (RfQ)	Call for proposals
	Contract	Grant
	One prime contractor + potential subcontractors	Consortium
Payments	Output based - determined by deadlines and quality	Effort based – pre-financing, based on declared costs and expenses
Intellectual Property Rights	European Commission owns deliverables, IPR and assets	Consortium owns deliverables, IPR and assets
Branding	Copernicus branding	Determined by consortium
Reporting	Focus on service performance monitoring, KPIs and programme budget execution	Focus on grant management requirements



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Contractual Obligations – Reporting





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Contractual Obligations – Reporting

Implementation REPORTS:

- **Quarterly reports (QIR):** report contains overview of progress, risks from previous **quarter**, any compliance issues, financial aspects, checks and controls and assets.
- **Annual reports (AIR):** overview of progress, risks from previous **year**, any compliance issues, financial aspects, checks and controls and assets.
- **Final report:** overview of actual achievements in the **performance of this Agreement**, totals of prices claimed and costs and expenses incurred

Implementation PLANS: will have to meet with ECMWF's requirements and will feed into ECMWF's own implementation plan for provision of C3S in the next year of the Copernicus Programme.

- **Finalised implementation plan**

Preliminary Financial Information (PFI): Preliminary reports are used to show the current position of the contract providing an overview of the financial status of the previous year for open service contracts as of 31st Dec 20XX.

Updated KPIs: KPIS should be SMART: Specific, Measurable, Achievable, Realistic, and Timely.



- Quality checked
- Brief
- Self standing
- Only covering the referred period
- In Microsoft Word (+ PDF if signed)



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Contractual Obligations – Audits

PRIME CONTRACTOR

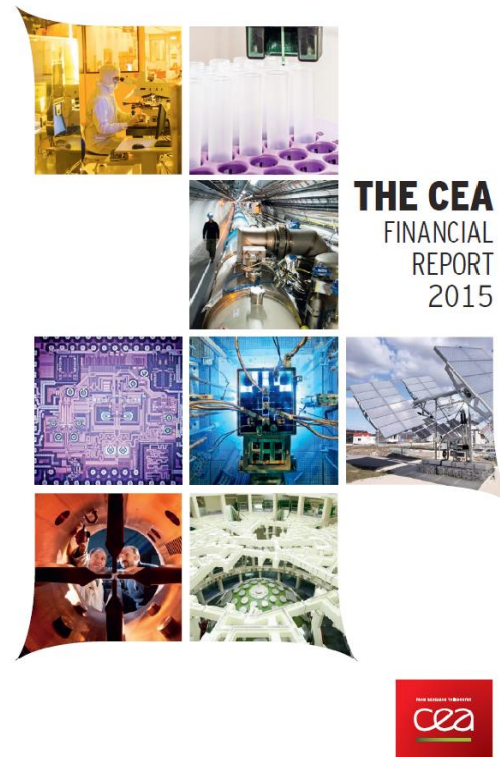
- **Copy of institute's audited annual report**

SUBCONTRACTOR

Depends on the PRIME CONTRACTOR internal procedures

Possible audits conducted by ECMWF or the EC:

- An audit company appointed by ECMWF performs ex-ante and ex-post financial controls including on-site checks on a sample of transactions made by ECMWF and the contractors to its subcontractors
- Contractors may need to provide additional clarifications and if needed a reclaim of funds may be initiated by ECMWF
- The auditors may raise additional questions to collect lessons learnt for internal programme implementation purposes at ECMWF
- Outcomes of the audit reports shall be communicated to the EC





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Deliverables and Reports



Deliverable

All reports and deliverables have to be:

- Based on C3S templates
- Follow a naming convention

D50.1.2.1-2020Q1_Short_Title_YYYYMM_vX

Contract number WP number Task number Deliverable number Period covered by the deliverable Month of publication Version number

Titles of all emails sent to ECMWF must start with the contract number: **C3S2_XXX_XXX**

Communication material



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Document repository - OpenText Core

Online repository system

Contractor

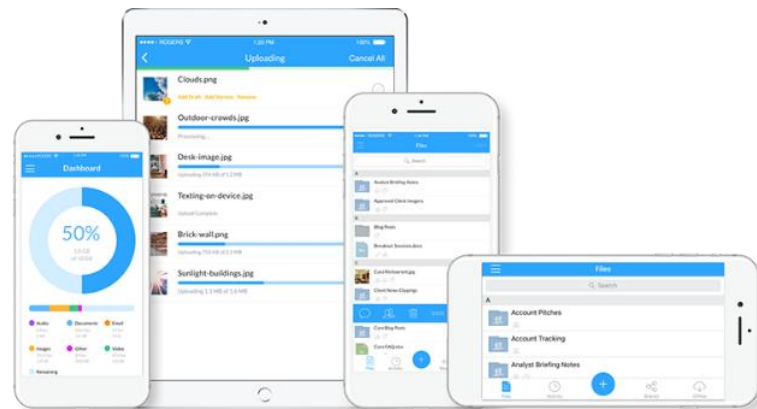
- Upload deliverables
- Download revised deliverables

ECMWF

- Approve / reject deliverables
- Provide feedback to contractors
- Track status of deliverables
- Provide access to the EC to the validated deliverables

Support for Contractor:

- Copernicus Contract Management
- OpenText Manager
rebecca.calnan@ecmwf.int



Access for prime via soft token, on computer, tablet or smart phone – You will receive instructions via email



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Meetings

	Monthly review meetings	Ad-hoc
Frequency	Monthly	Ad-hoc meetings organized by ECMWF
Participants	Lead contractor and ECMWF	TBD
Content	<ul style="list-style-type: none">▪ Main method of liaising with ECMWF▪ Discuss progress in a more frequent and a less formal way	TBD
Actions	Lead contractor to provide: <ul style="list-style-type: none">▪ Agenda (min 2 days advance)▪ Minutes	ECMWF to provide: <ul style="list-style-type: none">▪ Agenda▪ Minutes



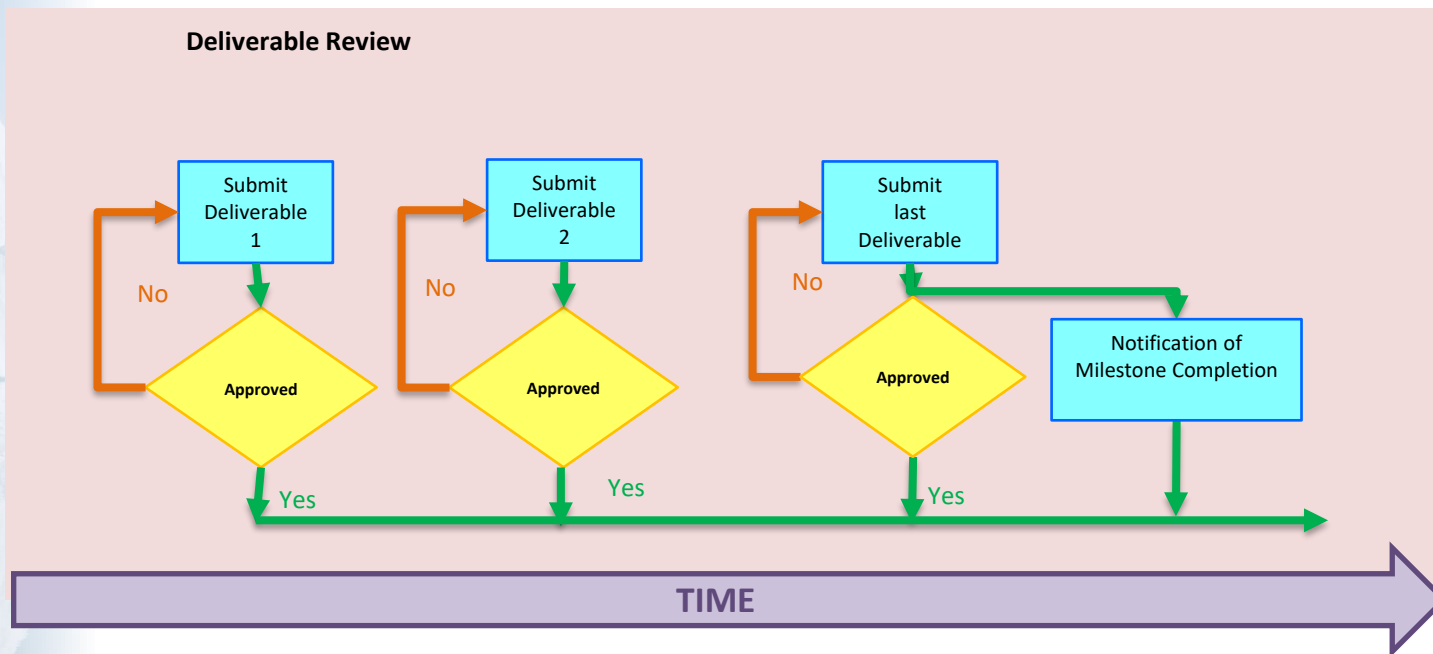
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Review procedure - Deliverables

Contractor

ECMWF

Deliverable Review



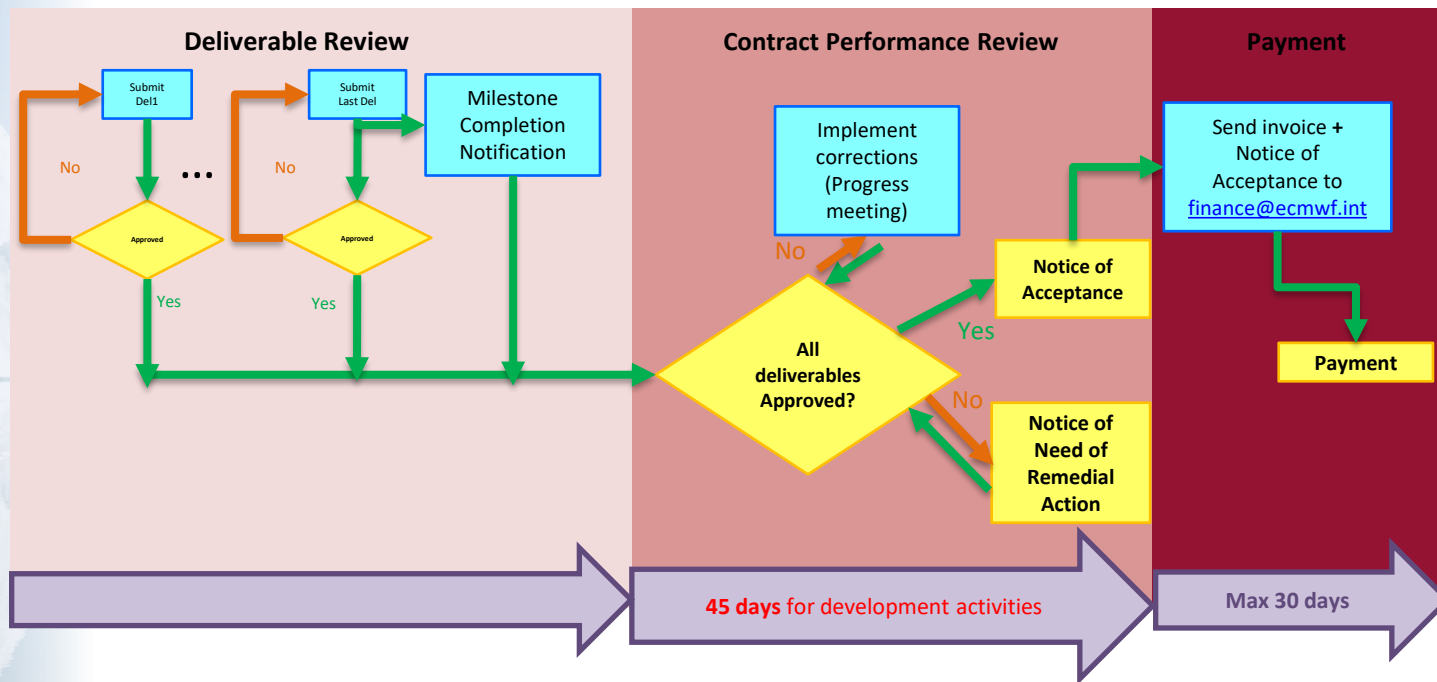


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Review procedure - Deliverables

Contractor

ECMWF





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Contract Verification / Payment Procedure

This contract has a **Pre-Agreed Price** payment scheme, this shall mean that:

the Price to be paid for Services has been agreed between the Parties in advance and will be paid, as agreed, subject to acceptance of the Deliverables and subject to audits against costs and expenses submitted in Annex 2.

No use of resources (list of expenses) to be provided. However, costs incurred must remain eligible.





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Contract Amendments

Amendment process:

- Contractors shall notify ECMWF as soon as a request for changes is anticipated
- Detailed request for amendment sent to the Contract Management Officer
- Evaluation of the request by ECMWF (may involve Procurement/Legal/Finance departments)
- Contractual documents to be updated by the contractor (track-changes)
- Acceptance of contractual documents by ECMWF
- Amendment Agreement prepared by ECMWF
- Amendment Agreement signed

Delays in completing milestones and deliverables and/or reduced levels of quality of service provision shall not be a reason for ECMWF to accept an amendment unless it is justified by a force majeure



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VAT exemption

Copernicus is an EU funded programme and is thus exempted from VAT

- Lead contractor is from an EU member state other than the UK:
 - Shortly after contract signature, ECMWF will provide the lead contractor with a VAT exemption certificate
 - Lead contractor should then get in contact with their national tax office in order to receive advice on how to proceed

UNCLASSIFIED

5. DESCRIPTION OF THE GOODS AND/OR SERVICES, FOR WHICH THE EXEMPTION FROM VAT AND/OR EXCISE DUTY IS REQUESTED					
A. Information concerning the supplier/authorised warehousekeeper					
(1) Name and address: Centre National de la Recherche Scientifique, CNRS Délégation Ile de France Ouest & Nord 1, Place Aristide Briand, Meudon, 92195, France					
(2) Member State: France					
(3) VAT/excise number or tax reference number: FR40180089013					
B. Information concerning the goods and/or services:					
No	Detailed description of the goods and/or services ⁽⁹⁾ (or reference to the attached order form)	Quantity or number	Value excluding VAT and excise duty		Currency
			Value per unit	Total value	
1	ECMWF/COPERNICUS/2016/CAMS_43_CNRS/SCI Development of global aerosol aspects	1	261,719.00	261,719.00	EUR
Total amount			261,719.00		

6. CERTIFICATION BY THE COMPETENT AUTHORITIES OF THE HOST MEMBER STATE	
The consignments supply of goods and/or services described in box 5 meets:	
<input type="checkbox"/> totally	<input type="checkbox"/> up to a quantity of (number) ⁽⁹⁾
the conditions for exemption from VAT and/or excise duty	
Place, date	Name and status of signatory
Stamp	Signature

7. PERMISSION TO DISPENSE WITH THE STAMP UNDER BOX 6 (only in case of exemption for official use)	
By letter No: VATInt/DP/39/2016	
Dated: 3 rd March 2016	
Designation of eligible institution: ECMWF	
Is by HM Revenue & Customs	



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Communicating as part of Copernicus

Copernicus is a **single programme** consisting of six services delivered by entrusted entities on behalf of the European Commission. This unity extends to all types of communication whether by ECMWF or **its contracted providers**.

ECMWF is charged by the European Commission with communicating on their behalf in a unified and consistent way to:

- Raise awareness of the **Copernicus brand**
- Raise awareness of **CAMS** and **C3S**
- Increase **take up of the services/data**

The Copernicus Communication team sets the strategy for communicating on Copernicus Services and co-ordinates the communication activities.

David Armstrong	Copernicus Communication Lead	david.armstrong@ecmwf.int
Nuria Lopez	Communications Account Officer	nuria.lopez@ecmwf.int
Eva Remete	Web Content Officer	eva.remete@ecmwf.int
Francesca Fusco	Events and Support Officer	francesca.fusco@ecmwf.int
Annabel Cook	Digital Editor	annabel.cook@ecmwf.int

All the material can be found here:

<ftp://ftp.ecmwf.int/pub/CopernicusComms/>



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Communicating as part of Copernicus

Contractors:

- Use standard branded **templates**
- Use agreed wording in all **press releases** and media briefings, approved by Copernicus Press Manager 4 weeks before release
- Inform Copernicus Communication team about your **events** via copernicus-events@ecmwf.int,
- Have only one **website** per service approved by the Copernicus Web Officer
- Have one, centrally managed **social media** presence
Hashtags: **@CopernicusECMWF**, **@CopernicusEU** ,
#Copernicus **#ClimateChangeService** or **#C3S**
hashtags. Please do not create sub-brands/acronyms

Copernicus Communication Team

- Guidance on the EC Copernicus brand guidelines
- Assistance with and feedback on any promotional materials you produce or plan to produce
- Assistance in promoting your work for Copernicus
- Opportunities to showcase your work at the key events
- Branded promotional material when needed/available
- Guidance and templates for approved web-related work

The publication of scientific papers is not discouraged but it has to be eventually treated by the authors of the work outside the scope, budget and time allocated to this contract.



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Copernicus Service Components

- **Copernicus User Support** provides a joint help desk platform (JIRA Service Desk)

Web <https://confluence.ecmwf.int/site/support>

Mail Copernicus-support@ecmwf.int

- **Copernicus C3S User Learning Service**

Web <https://climate.copernicus.eu/user-learning-services> ; <https://uls.climate.copernicus.eu/login>

Mail c3s-uls@ecmwf.int

Contact person: chris.stewart@ecmwf.int

- **Copernicus C3S Evaluation & Quality Control Service**

Web <https://climate.copernicus.eu/quality-assurance> (will be updated soon)

Mail c3s-egc@ecmwf.int

Technical Officer: andre.obregon@ecmwf.int



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Useful links

Confluence pages – updated regularly

- [HOWTOs](#)
- [Copernicus Knowledge Base](#)
- [Copernicus User Support Forum](#)

<https://www.copernicus.eu/en>

<https://climate.copernicus.eu/>

<https://climate.copernicus.eu/events>

<https://cds.climate.copernicus.eu/#!/home>



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Thank you

Angeliki Tsapatsari

Tel: +44 118 949 9681

Email: Angeliki.Tsapatsari@ecmwf.int

<https://climate.copernicus.eu/>

<http://copernicus.eu/>

