

to ensure readiness for service delivery;

2. **For LOT 2 – cascade:**

- **first contractor in cascade** is required to perform **phase-in** in the form of basic and extended start-up activities to ensure business continuity for service delivery;
- **second and third contractor in cascade** are required to perform **phase-in** in the form of basic start-up activities to ensure readiness for service delivery.

3.1. Activities

Phase-in activities are aimed at ensuring readiness to engage in the execution of the FWC for all contractors listed in the two lots in line with their expected level of involvement and foreseen contractual modes (i.e. cascade, re-opening, hybrid).

The phase-in period is envisaged to last **six (6) months⁴** starting with the date of signature of the framework contract and the foreseen work is grouped in basic and extended start-up activities identifying two different level of operational readiness required for the contractors awarded and as presented below.

Please note that the activities in this section include or refer to requirements and deliverables listed in **section 4.3 Transitioning across lots: Takeover (WP 3)**.

3. **Basic start-up activities**

- Take all steps needed to prepare for project and Contract Management activities (see [Governance and contract management \(WP 1\)](#)), with particular attention for the teams set-up and the organisation of internal services, and for the preparation of the governance structure with ECHA;
- Take all steps needed for a prompt set up of the security requirements (see 4.2.2 Security (WP 2.2)) to minimise lead time to full set up upon service request (ref. 4.2.3).
- Take all steps needed for a prompt set up of the environments and tools necessary to ensure the full responsibility and execution of the services;
- Produce the knowledge management strategy and plan;
- Gain operational understanding of the ECHA IT Enterprise Architecture and familiarity with the SDLC toolset, including the handover/takeover training material required for the transitioning activities (see Transitioning across lots: Takeover (WP 3));
- Take all steps needed for the interaction with Lot 2 first contractor in cascade, especially on the Application Delivery and Service Management activities.

4. **Extended start-up activities** (in addition to the basic start-up activities)

- Perform the takeover of the existing services (specification, documentation, software, tools and related data and infrastructure where applicable; see

⁴ Subject to ECHA's decision and if duly justified, phase-in period can be extended for certain products.