



WORKSHOP FOR PECS SLOVENE USERS

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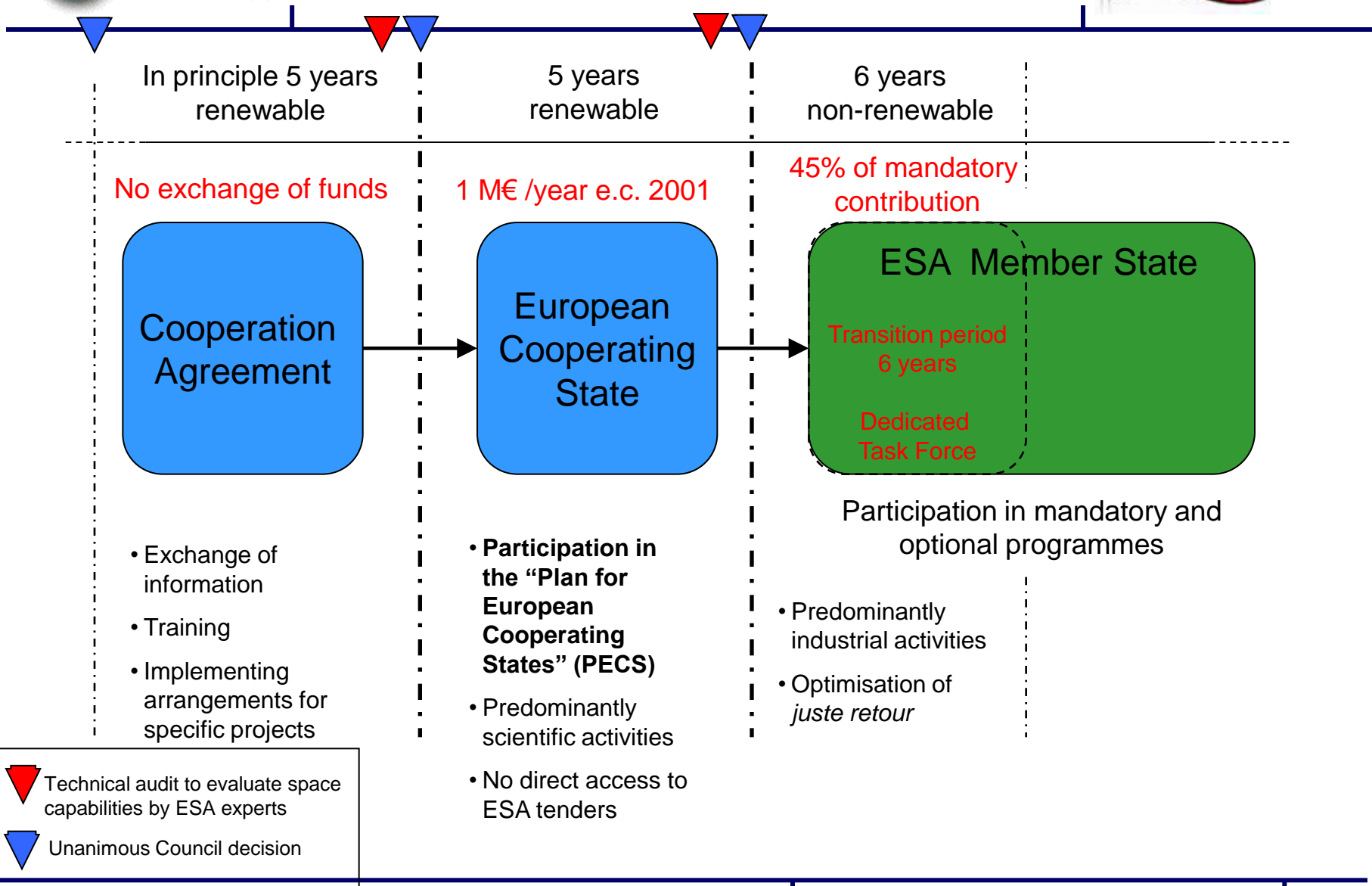
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1. From Cooperation Agreement to PECS
2. How to define PECS projects
3. PECS contractual requirements
4. National call for PECS projects
5. Next steps: schedule of events
6. Lessons learned after 10 years of PECS
7. Questions and answers





Two parallel processes:

ECS Agreement

- Negotiations on the overall content and signature of the ECS Agreement
- Entry into force only after the signature of the PECS Charter

(This step was finalized on 22-01-2010)

PECS

- Bilateral discussions on the activities to be covered by the 5 year PECS
- In order to build the draft PECS, the PECS Manager consults with Slovene interested users and relevant ESA programmes
- Slovenia consults with its authorities on this draft PECS
- Once consensus reached between Slovenia and ESA on the draft PECS, signature of the PECS Charter

(This step has to be finalized before 22-01-2011)



•Once the signature of the ECS Agreement has taken place, **the different steps required for its entry into force** are the following:

- Internal ESA approval process of the PECS by the relevant ESA Committees and Programme Boards
- Approval of the PECS projects by the “PECS Committee”
- Slovenia selects the projects from the approved PECS and contributes 1M€ (e.c. 2001) per year through the PECS Charter which may thereafter be updated once a year
- Simultaneous entry into force of the ECS Agreement and the PECS
- The ECS Agreement replaces the former Cooperation Agreement



- PECS projects are only possible in the framework of ESA programmes and their selected activities
- Following disciplines are usually mentioned:
 - Space science (astronomy, astrophysics, solar system exploration, solar-terrestrial physics)
 - Earth observation (environmental monitoring, meteorology, aeronomy, geodesy)
 - Telecommunication and navigation (service demonstrations)
 - Life and physical sciences (space biology and medicine, material processing)
 - Ground segment engineering and utilisation



Type of activities:

The type of activities usually covered by PECS projects are the following:

- Scientific projects and/or experiments (incl. hardware production)
- Data exploitation
- Space technology



PECS projects can be proposed :

- by replying to ESA calls for proposals or ideas regularly published on www.esa.int (last example: use of ISS for climate change)
- by applying for data exploitation of ESA scientific or EO missions
- by proposing unsolicited space technology projects (to be harmonized by THAG)



Few recommendations for purely industrial PECS projects:

- **DO NOT** try to bid yourself until you have gained some practical experience
- **DO** establish partnership with experienced companies from ESA Member States
- **DO** start by joining existing running projects
- **DO NOT** sit in your office waiting for an opportunity to arrive – participate in person in ESA space events to establish personal relationships, get to know the participants and get yourself be known



Some examples of networking opportunities offered by ESA:

- ESA various “industry days” including regular biannual ESA industrial space days, where over 600 companies meet in pre-selected 1-1 meetings; up to 20 individual meetings in one event! ; next event in 2010.
- Ad hoc GMES industrial days with individual meetings with prime contractors for Sentinel satellites.
- Ad hoc telecommunication industrial days with presentations of individual projects and 1-1 meetings.
- ESA events especially tailored for SMEs and SME associations.
- GALILEO / EU various industry days.

Do not sit in your office waiting for an opportunity to arrive.



PECS contract is called PECS Experiment Arrangement:

- PECS Experiment Arrangement (PEA) consists of 5 parts: cover letter (exchange of letters), experiment arrangement clauses, SOW + financial plan (PECS forms), experiment arrangement change procedure, general conditions
- Only 2 parts are specific to the project: cover letter and PECS forms.
- PEA is an ESA cost reimbursement contract.
- PEA is an ESA simplified contractual procedure.



PECS proposal is prepared by means of PECS forms:

- PECS forms consist of two parts:
Statement of Work (SOW) and Financial Plan.
- These forms can be filled in with the help of ESA staff for scientific projects or industrial partners in ESA Member States for industrial projects.
- Their content can be updated as appropriate until the placing of the contract.
- Only English language and € currency accepted.
- ONLY UNLOCKED WORD FORMAT ACCEPTED.**



Eligible costs are the expenditures directly or indirectly associated to the PECS projects:

- Costs of personnel assigned to the project (no double salary).
 - Travel costs (including participation to workshops and symposia).
 - Consumables and small equipment.
 - Large equipment (separate box of Financial plan).
 - Functioning costs (overheads maximum 15 %).
- ONLY COSTS FORESEEN IN THE FINANCIAL PLAN CAN BE CLAIMED.**



Purchase of equipment >5000 €:

- Separate box on the bottom of the Financial plan.
- Only meant for Institutes or companies obliged to pay VAT.
- Amount for this equipment will not be included in the PECS contract.
- Usually 3 VAT free offers matching your specifications are requested from Slovene suppliers.
- Do not forget to ask for “educational discount”, whenever applicable.
- Selected offer is sent to PECS office with request to place a purchase order.
- Good will be delivered to the address given in Slovenia, but invoice will be sent to ESTEC.



VAT exemption:

- Clause 9.3 of the ECS Agreement between ESA and the Slovene Government.
- A European Community VAT and Excise Duty Exemption Certificate will be added to all PECS contracts.
- Please note: ESA as intergovernmental international organisation has no VAT number.
- Suggestion: it could be good that Ministry of Higher Education, Science and Technology draws the attention of the other ministries, in particular Ministry of Finance, on this VAT exemption.



Registration process on EMITS:

- Basic principle: all entity (Institute or company) doing business with ESA needs to be registered on EMITS.
- Path to be followed:
www.esa.int – Business with ESA - ESA Industry Portal – Registering as – New tenderers
- At this stage, read and follow carefully the procedure as described in the presentation.
- Traffic lights system; with one single red light, no possibility to register.
- In case of problems, only contact the EMITS Helpdesk.



Invoice procedure using EFIS (soon replaced by ESA-P):

- Principle: paper invoices are not accepted any more. **ONLY ELECTRONIC INVOICES.**
- Please go on efis.esa.int (to be replaced by esa-p) and register by clicking on “EFIS User Information Centre”.
- Only one advance payment at the beginning of the contract (max. 30% or full 1st year budget if < 30%).
- Advance payment to be set off against 1st cost reimbursement invoice.
- Under invoice comment, cost breakdown according to Financial plan is requested.
- Please note: ESA has 30 days for payment, as from registration date of the invoice.
- EFIS shows you the status of your invoice
- In case of problems, only contact the EFIS Helpdesk.



PECS yearly review:

- ECS Agreement requirement in order to measure the level of convergence of PECS projects with ESA programmatic (Art. 8.2).
- A maximum 10 pages yearly report is requested where following points should be addressed:
technical progress description, difficulties encountered and corrective measures taken, administrative and financial report (expenditure profile compared to Financial plan), list of publications and attendance of symposia or workshops.
- Face to face meeting with PI, ESA representative and Slovene PECS responsible entity.



Contractual change procedure:

- Changes are quite common in space business (descoping, redesign, etc.).
- In case of substantial change of SOW or Financial plan, procedure described in Appendix 3 of the PECS Experiment Arrangement (PEA) will apply (Contract Change Notice).
- Items described in the Financial plan are interchangeable by means of a CCN, if duly justified.



Main characteristics:

- National call for PECS projects to be organized by the “Slovene Space Office” (to be created) and published on its web site.
- Deadline of 2 months should be granted (end of May 2010).
- Use of PECS forms to be downloaded from the call site.
- Exclusive use of English language, € currency and unlocked Word format.



-22 Jan. 2009	Signature of ECS Agreement
-31 May 2010	End of call for PECS proposals
-31 Dec. 2010	End of approval of PECS projects by relevant ESA Committees and Programme Boards
-31 Dec. 2010	Written notification by Slovenia that ECS Agreement has been approved in accordance with the Slovene legal order (Art. 14.1 ECS Agreement)
-22 Jan. 2011	Signature of PECS Charter
-01 Feb. 2011	Payment of 1st year PECS contribution.
-01 Mar. 2011	Placing of 1st Slovene PECS contracts



Few recommendations for an effective PECS participation:

- Define early-on a National Space Strategy and stick to it. Evaluate if it is properly working regularly.
- Know very well your national space capabilities and interests.
- Ensure that there is a progressive space industrial involvement showing to other European players your national capabilities.
- Form early-on a Slovene Space Industrial Association to represent national interests
- Continuity of resources and strategy are fundamental, otherwise created capabilities will be destroyed.
- Transparency in this competitive process is a must.
- And ... keep your fingers crossed!



- All questions related to this presentation and of general interest are most welcome.
- For specific issues, face-to-face meetings can be organised this afternoon.

THANK YOU FOR YOUR ATTENTION