ESA Contract No. 4000xxxxx/22/I-DT-lr

with

EISI Beneficiary
[***full legal name of the Company/institute to be inserted***]

LIVING PLANET FELLOWSHIP EISI AGREEMENT

LIVING PLANET FELLOWSHIP EISI AGREEMENT
[Template]
Contract Number xxxxxxxxxx
Colour code:
Instructions are in Blue and shall be deleted before signature
Yellow fields are to be filled in by the Applicant,
Green fields are to be completed by ESA

BETWEEN:

The **EUROPEAN SPACE AGENCY**
(hereinafter called "the Agency" or "ESA"),
located at:

24 rue du Général Bertrand,
CS 30798,
75345 Paris CEDEX 7,
France

represented by Mr. Josef Aschbacher, its Director General,

through its establishment

The European Space Research Institute (ESRIN),

located at: Largo Galileo Galilei 1,
00044 Frascati (RM),
Italy,

of the one part,

AND:

EISI Beneficiary
[***full legal name of the Company/institute to be inserted***]

(hereinafter called the "EISI Beneficiary" or "Beneficiary")

whose Registered Office is at:
[***to be inserted***]

represented by [***name to be inserted***], its [***job title within the Company/institute to be inserted***],

of the other part,

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Appendix 2: LIVING PLANET FELLOWSHIP EISI Project Proposal;
Appendix 3: Living Planet Fellowship Reporting Templates.

I. SCOPE AND TERM OF THE EISI AGREEMENT

(1) The present EISI Agreement sets the specific terms and conditions applicable to the Parties for the Project and the Results referred to in Appendix 2.

(2) This EISI Agreement:

i. shall commence as of [***date to be inserted***], subject to its signature by both Parties; and
ii. shall remain in force until [***date to be inserted***].

In the frame of the cooperation with the Agency covering leading edge research activities contributing to the achievement of the Living Planet Programme by maximising the use of ESA data and EO assets, the Beneficiary undertakes to carry out research work regarding [***title to be inserted***], through a post-doctoral project, to be carried out by a researcher employed by the Institute. The researcher selected for the implementing the project shall be referred to throughout this EISI Agreement as "**the Living Planet fellow**".

The Beneficiary shall be fully responsible towards the Agency for the proper execution of the work.

The Beneficiary guarantees that the research project will be performed fully in accordance with the requirements of this Partnership Agreement and that the Beneficiary's performance will meet the highest standards of the profession.

The Agency may provide direction to the Living Planet Fellow in respect of technical matters concerning the research project.

This Partnership Agreement shall not affect the legal relationship between the Beneficiary and its staff. The Agency's relationship with the Beneficiary's staff shall be material only, and there shall be no contractual relationship between the two.

Any publicity material prepared by the Beneficiary related to an activity performed by the Beneficiary in the context of this EISI Agreement shall acknowledge that:
"*the activity is/was carried out under the ESA Living Planet Fellowship, a programme of and funded by the European Space Agency*".

The publicity material shall display the ESA logo, if the Agency so requires. It shall also carry a disclaimer stating that "*the view expressed in such publications can in no way be taken to reflect the official opinion of the European Space Agency*."

The Beneficiary undertakes to deliver to the Agency all results achieved in the frame of the post-doctoral research work and to make all results publicly available through the Living Planet Fellowship website.

II. APPLICABLE DOCUMENTS

The Applicable Documents are the following documents, listed in order of precedence in case of conflict or ambiguity, unless the Parties expressly agree otherwise in this LIVING PLANET FELLOWSHIP EISI Agreement:

i. the LIVING PLANET FELLOWSHIP EISI Agreement;
ii. the ESA General Clauses for EISI Agreements for the Pilot Phase Ref. ESA-IPL-P-REG-2020-0001, Issue 1.0 (available at www.esa.int) not attached hereto but known to both Parties;
iii. the LIVING PLANET FELLOWSHIP EISI Agreement Implementation Conditions as Appendix 1 hereto;
iv. LIVING PLANET FELLOWSHIP EISI Project Proposal [***Applicant to add date and reference***] as Appendix 2 hereto;
v. Living Planet Fellowship Reporting Templates as Appendix 3 hereto.

III. SPECIFIC TERMS OF EXECUTION

(1) Reporting Requirements – Monitoring of Performance

The Beneficiary shall provide the Agency with the following:

i. Bi-monthly progress report;
ii. Mid Term Report at the To+12 months;
iii. Final Report at the latest 15 days before the end of the Agreement;
iv. Any additional information as identified in Appendix 1;
v. The signed Cost Breakdown form confirming the Eligible cost of the Project shall be delivered not later than the time of submitting the invoice for the Final Payment (III.2 here-below);
vi. Any additional report/documentation identified in the LIVING PLANET FELLOWSHIP EISI Project Proposal, at the latest 15 days before the end of the Agreement.

2) EISI Amount – Payment Conditions

The total EISI Amount paid to the Beneficiary by the Agency is

(Insert the proposed total EISI Amount exclusive beneficiary's contribution, representing the allowed percentage of the total cost for the proposed activity) EUR firm fixed price
(Insert the above amount in words euros)

broken down as follows:

Beneficiary	**ESA Entity Code**	**Country (ISO Code)**	**Total amount (in Euro)**
[*Beneficiary name]*			

This contribution is hereby defined as a Firm Fixed Price (FFP) and, as such, it shall not be subject to any adjustment or revision by reason of the actual costs incurred by the Beneficiary in the performance of this Partnership Agreement.

The total EISI Amount is based on a total cost of [*insert the proposed total cost of the Project. Please note that this should not be the ESA price but it is the potential/proposed cost, which includes both, beneficiary contribution and ESA price*] EUR.

The Institute shall provide the remainder, amounting to EURO [to be inserted], and shall ensure that the Living Planet Fellow shall be provided with adequate office space and equipment for the complete duration of his/her research work under the Partnership Agreement.

The following payment plan is agreed for this Agreement:

Milestone (MS) Description	**Schedule Date**	**Payments from ESA to Contractor [FI] in Euro**
Progress (MS-1): Upon successful review and acceptance by the Agency of Mid Term Report	(TO + 12)	
Final Settlement (MS-2): Upon the Agency's acceptance of all deliverable items due under the Contract and the Contractor's fulfilment of all other contractual obligations including submission of Final Living Planet Report	(TO +24)	
	TOTAL	**€**

*[**OPTION:** Add offsetting table]*

Advance Payment(s) and other Financial Conditions:

Beneficiary and Country (ISO Code)	ESA Entity Code	Advance Payment (in Euro)	Offset against	Offset by Euro	Condition for release of the Advance Payment
[ADD NAME AND ISO CODE]		*[TOTAL ADVANCE AMOUNT]*	MS 1	*[TOTAL ADVANCE AMOUNT]*	Upon signature of the Agreement by both Parties

*[END OF **OPTION**]*

The Final Payment is subject to the submission of a statement on the eligible costs advising whether the eligible costs are in line with allowed percentage of the EISI Amount.

IV. OTHER EISI TERMS AND CONDITIONS

The EISI General Conditions shall apply to this Agreement with the following complements and amendment:

- **CLAUSE 11: FUNDING AND PAYMENTS**

The Beneficiary certifies that it specifically complies with the provision contained in clause 11.1.

- **CLAUSE 12: TERMINATION**

In addition to the cases identified in Clause 12, the Agency may terminate the LIVING PLANET FELLOWSHIP EISI Agreement in the case the Beneficiary fails to timely deliver the Mid Term Report and Final Report. In such case, termination shall take effect on the day following the date on which the termination notice was received by the Beneficiary.

- **CLAUSE 20: APPLICABLE LAW**

The substantive Law according to which this Agreement shall be construed is the Law of *[Law of the country where the Applicant resides.....]*

- **CLAUSE 21: DISPUTE RESOLUTION**

The Arbitration Tribunal foreseen in Clause 21 shall sit in [*City, Country*].

V. POINTS OF CONTACT

(1) Representatives of the Parties during EISI Agreement performance and points of contact

For the purpose of this EISI Agreement, the authorised representative of the Agency's Director General is
[name to be inserted]
[title to be inserted]

(2) Correspondence details - Agency

All correspondence for the Agency shall be addressed as follows:

EUROPEAN SPACE AGENCY (ESA),
EOScience@esa.int

for the attention of:

	To:	With copy to:	
Name	Dr. Stephen Plummer	Ms. Luisa Rizzo	Ms. Dóra Támas
Telephone No.	+390694180456	+390694180240	+390694180558
e-mail address	Stephen.Plummer@esa.int	luisa.rizzo@esa.int	Dora.Tamas@esa.int

Personal Data Protection matters shall be addressed to the ESA Data Protection Officer at the following email address: dpo@esa.int.

(3) Correspondence details – the Beneficiary

All correspondence for the Beneficiary shall be addressed as follows:
.....
.....
.....

for the attention of:

	To:	
Name	Ms/Mr	Ms/Mr
Telephone No.	+xx xx xxx xxxx	+xx xx xxx xxxx
e-mail address	@....	@....

For Personal Data Protection matters to be addressed to the Data Protection contact point as follows:

	To:
Name	Ms/Mr
Telephone No.	+xx xx xxx xxxx
Mail address	
e-mail address	@....

IN WITHNESS WHEREOF, the Parties hereto have executed this EISI Agreement.

Signed in electronic signature/duplicate originals

EUROPEAN SPACE AGENCY	**EISI Beneficiary**
[Place] 2022	[Place] , ... 2022
_____	_____
[name to be inserted] [title to be inserted]	Name/title:

LIST OF Appendixes

Appendix 1 - LIVING PLANET FELLOWSHIP EISI AGREEMENT IMPLEMENTATION CONDITION
Appendix 2 - LIVING PLANET FELLOWSHIP EISI Project Proposal *[add reference]*
Appendix 3 - LIVING PLANET FELLOWSHIP REPORTING TEMPLATES

Appendix 1

LIVING PLANET FELLOWSHIP EISI AGREEMENT IMPLEMENTATION CONDITIONS

This section provides guidance on how to report as well as other benefits made available as part of the Agreement.

Reporting and payments

Living Planet Fellowship Information Sheet and Alumnus Sheet

A web page will be established on the ESA EO4Society website for each fellowship awarded. This serves to provide visibility for the Living Planet Fellowship programme as a whole and for the research to be conducted.

For Web page the template "Fellow Info Sheet template.docx" provided in Appendix 3 shall be used.

At the end of the fellowship the web page will be converted to an Alumnus page adding final results, career information and where an opportunity to comment on the programme.

For Alumnus page the template "Fellow Alumnus Sheet template.docx" provided in Appendix 3 shall be used.

Bi-monthly reporting and monitoring:

Reporting informs ESA on the good evolution of the Project activity. The requirement is to report on every first Monday of the second month (e.g. 1st March 2023 for Agreements starting on 1st January. 2023) Reporting is mandatory for the eligibility of any financial claims. Bi-monthly reporting is done via email at EOScience@esa.int reflecting on:

- Technical, schedule and deviations.
- Scientific Impact achieved (e.g. publications during reporting period).

For the bi-monthly reporting the template "Bi-monthly report template.docx" provided in Appendix 3 shall be used.

Progress meetings with the ESA Technical Point of Contact will take place periodically, as necessary.

Mid-Term Report:

Requirement is to deliver the Mid Term Report at the end of the first year. The report is a scientific document to be made publicly available and to describe in detail the work carried out and scientific results obtained during the first year of activity. For the Mid-Term Report the template "Mid-Term report template.docx" provided in Appendix 3 shall be used.

Final Report:

Requirement is to deliver the Final Report at the end of the second year.
The report is a scientific document to be made publicly available and to describe in detail the overall activity, problems faced, methods developed and final scientific results obtained throughout the project. This should include a list of publications produced. For the Final Report the template "Final Report template.docx" provided in Appendix 3 shall be used.

Living Planet Fellowship Workshop

The Living Planet Fellowship Workshop is a yearly collocated meeting, during which the Living Planet Fellow shall present the respective status of the project, at Mid-Term and End of Fellowship respectively. The workshop takes place at one of the ESA establishments. These periodic reviews shall be an opportunity to discuss with the Agency's Technical Officer all matters related to the execution of the Agreement.

The Beneficiary shall also arrange ad-hoc meetings, if so required.

The Institute shall be responsible for drafting, circulating and finalising the agenda for and the minutes from all meetings between the Institute and the Agency. Minutes from all meetings must be signed by a minimum of one representative from each party to the Partnership Agreement. If one party has not signed the minutes within 30 working days of the date of the meeting, the minutes shall nevertheless become binding.

Additional benefits

Beneficiaries of a LIVING PLANET FELLOWSHIP WITH ESA Agreement can access the following additional benefit on top of the EISI Amount:

- Opportunity for access to cloud computing capabilities for scientific use
- Opportunity for small ground-based experiments and in-situ data collection,
- Opportunity to join the new ESA Earth System Science Hub as a visiting scientist

Access to any of the above additional benefits shall be requested in the project proposal or in writing at EOScience@esa.int during the implementation of the project.

Post-Agreement Benefits

LIVING PLANET FELLOWSHIP WITH ESA gives fellows access to networking events and other opportunities during the duration of the agreement and afterwards. To continue having access to these advantages, fellows will have to:

- Update yearly the Scientific Impact achieved, for a period of 2 years.
- Participate in one ESA event (Phi-Week, Living Planet Symposium) after concluding the Agreement.
- Participate in one Living Planet Fellowship Workshop after concluding the agreement, to share their experience post-fellowship.

Processing Infrastructure

The Network of Resources (NoR) is an initiative of ESA with the aim to increase the exploitation of EO data in cloud environments by providing users in a standard and coherent way an online portfolio eligible operational cloud with collocated mission data (resource tier services) and platform services.

Option A: Procurement of Resource Tier Services via the NoR.

This option is applicable when the identified processing infrastructure solution proposed by the Contractor and agreed by ESA is listed in the Network of Resources (NoR) or subsequently made available via the NoR. The required resources to be procured by the Contractor from the NoR will be by the use of a voucher (electronic code) provided by ESA which can be used by the contractor to procure via the NoR shopping cart.

Option B: Procurement of Resource Tier Services not via the NoR

This option is applicable when the identified processing infrastructure solution proposed by the Contractor and agreed by ESA is not chosen via the NoR and therefore not using a voucher provided by ESA for procurement of Resource services. The required resources to be procured by the Contractor will be via a CCN to the contract.

Appendix 2

LIVING PLANET FELLOWSHIP EISI Project Proposal

Appendix 3
LIVING PLANET FELLOWSHIP REPORTING TEMPLATES

BI-MONTHLY REPORT

[Project Title, Acronym]

[Fellow]

[Host institution]

Prepared by	**[Fellow]**
Approved by	**[Coordinator at Host Institution]**
Reference	**BR_<Acronym>**
Date of Issue	**yyyy-mm-dd**

Objectives of work

Briefly recall the status of the work

List here the objectives of the work performed in the reporting period

WOrk performed

Methods

Please describe the experiments performed and the methods used

Data

Present the datasets used to perform the work

Please include link to data source, repository or DOI

Results

Present the results achieved

Please include link to code/algorithm and data repository or DOI

Conclusions

Present the conclusions of the experiments, lessons learned and way forward

References

Publications

List here the publications and participation in conferences and workshops during

MID-TERM REPORT

[Project Title, Acronym]

[Fellow]

[Host institution]

Prepared by	**[Fellow]**
Approved by	**[Coordinator at Host Institution]**
Reference	**MTR_<Acronym>**
Date of Issue	**yyyy-mm-dd**

Executive Summary

Summary of the report

Objectives and workplan

Present the scientific objectives of the work and the work packages
Please include the timeline

WOrk performed

Scientific context

Please present here the state-of-the-art with respect to the scientific question addressed by your study

Methods

Please describe the experiments performed and the methods used

Data

Present the datasets used to perform the work

Please include link to data source, repository or DOI

Results

Present the results achieved

Please include link to code/algorithm and data repository or DOI

Conclusions

Present the conclusions of the experiments, lessons learned and way forward
Please include the workplan for the second year

References

Publications

List here the publications and participation in conferences and workshops during the reported period

FINAL REPORT

[Project Title, Acronym]

[Fellow]

[Host institution]

Prepared by	**[Fellow]**
Approved by	**[Coordinator at Host Institution]**
Reference	**FR_<Acronym>**
Date of Issue	**yyyy-mm-dd**

Executive Summary

Summary of the report

Objectives and workplan

Present the scientific objectives of the work and the work packages
Please include the timeline

WOrk performed

Scientific context

Please present here the state-of-the-art with respect to the scientific question addressed by your study

Methods

Please describe the experiments performed and the methods used

Data

Present the datasets used to perform the work

Please include link to data source, repository or DOI

Results

Present the results achieved

Please include link to code/algorithm and data repository or DOI

Conclusions and Recommendations

Present the conclusions of the experiments
Please include a recommended scientific roadmap or proposal for a follow-on study based on the results of this work

References

Publications

List here the publications and participation in conferences and workshops during the reported period

Living Planet Fellow Info Sheet

Instructions

This for collects the info to be used in the Living Planet Fellow dedicated page on eo4society.esa.int

Example page: https://eo4society.esa.int/lpf/jack-landy/

Fellow info

Name & Surname	Host Institute Name & Address
Email	Website
Github handle	Twitter
Picture (to be publicly used on eo4society) Insert here	Other sites
Project abstract and Objectives	
Scientific questions addressed by the project	
Fellow short bio	
Open Repository where data/results/reports will be made available (if not available, please use "N/A")	

Signature

Signature of the person submitting this form

Name

Name of the person submitting this form (print)

Date of signature

MM *DD* *YY*

Living Planet Fellow Alumnus Sheet

Instructions

This for collects the info to be used in the Living Planet Fellow Alumnus pages on eo4society.esa.int

Please note if we already have your LPF Info Sheet please skip the parts already provided

Alumnus info

Name & Surname		Host Institute for Fellowship Name & Address	
		Location/Institute for post-Fellowship Name & Address (if different)	
Email (if different)		Website (if different)	
Picture (to be publicly used on eo4society).	If you wish to change the existing one then please insert a new one here	Where are they now	Please indicate what you are doing after the fellowship
Project outcomes	Please provide a brief summary of what you discovered during your time as LPF. Please also indicate if we can provide a copy of your Final report on the page (note it will be a scanned pdf to prevent text cut and paste and we will not publish until you have published any journal articles coming from the results). Add as an annex any publications that have come out during the fellowship		
Comments on your experience as a Living Planet Fellow for use in quote form on the page	Please provide a brief quote that we can use as a summary of your experience of being a fellow e.g. – '…as well as doing my research the opportunity to meet other ESA fellows and experience more closely how ESA works was invaluable…'		

Other comments on the LPF programme	Any other information you wish to supply that could be useful in the future – this will not be on the alumnus page

Signature

Signature of the person submitting this form

Name

Name of the person submitting this form (print)

Date of signature

MM *DD* *YY*