ACTIVITY NAME – ACTIVITY ID

Part in Yellow shall be edited!  
If the contractor has no experience with the InCubed environment, it is suggested that the MoM for this first meeting are taken by the TO during the meeting, with the purpose to coach the Project Manager.

Negotiation Meeting

Place, date, time

ESA Template SPICE 1.1

Prepared by: ………

Ref. no: insert prime’s Reference Document, for instance: activity\_name/MOM\_NM/080219……

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants** | **Company** | **Signature** | **Distribution list** |
| ESA TO | ESA |  |  |
| ESA CO | ESA |  |  |
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| **Discussion Item** | **Action Item** |
| **Agenda**   1. Introduction:    1. Introduce participants (All)    2. Explain purpose of meeting (ESA)    3. Approach for the MoM and presentation of the related template (ESA)    4. Approval of Draft Agenda (All) 2. Discuss clarification/negotiation points (All) 3. Evidence of the co-funding *(proof of money available on the bank accounts, with funds coming from internal reserves, loan or from investors (e.g. equity)) .* 4. Complete details on the smart contract tool (All) 5. Plan for subcontract(s) (Contractor’s Team) 6. Confirmation of Entity Code(s) of prime and sub-contractors (Contractor’s Team). Confirm full registration of prime (including up to date bank details). (ESA) 7. Introduce and demonstrate the Activity Portal created in SharePoint for uploading documents and create and manage Actions (ESA) 8. A.O.B. 9. Agree on Action Item List and record them in the Activity Portal(All) 10. Conclusions 11. Review of the Minutes of Meeting and collect Signatures (All) 12. Upload the Minutes of the Meeting in Activity Portal and inthe Activity Event Library (ESA) |  |
| 1. Participants were introduced. The purpose of the NM was explained by ESA. The Draft Agenda was approved without modifications (or with modifications…, where applicable).  NOTE: The Negotiation Meeting could be subjected to recording by ESA.  In such case, all participants expressed their consent to the meeting being recorded.  Attendants are aware that:   * the meeting will be recorded, * about the purpose of the recording, * to whom the recording will be disclosed, * the period for which the recording will be retained, * that they have the right to decline that the meeting will be recorded. |  |
| 2. Clarification/Negotiation points, Ref. ESA Email sent on DD/MM/YYYY at HH:MM. *(add also the major points email if you have received them)*  The answers to the Clarification/Negotiation points were provided via the document Ref….. dated …., which is uploaded in Activity Portal (under folder NM). *(add also the major points answers if you have received them)*  The following list resumes the status of acceptance of the answers:  List of clarification/negotiation points  Point I.1 Clarify “XXX…..”. The point is considered clarified and accepted (or is not accepted)  Point I.2 Clarify “YYY….”. The point is considered clarified and accepted. (or is not accepted) | Record here possible actions related to the clarification/negotiation points have to be listed below or attached in annex together with the provided answers  AI 0.1 Brief description (Prime, due date DDMonYYYY |
| 3. The proof of co-funding was provided. Evidence is attached as annex |  |
| 4. Smart contract tool was reviewed, including MPP. |  |
| 5. Plan for subcontract(s)  IN CASE OF PRESENCE OF SUBCONTRACTOR(S) IN THE TEAM:  At the first review meeting, confirmation that all contractual arrangements with subcontractors are in place will be provided. | IN CASE OF SUB-CONTRACTORS IN THE TEAM: AI 0.2 Provide confirmation that all contracts with subcontractors are in place and signed (Prime, due date MS1): |
| 6. Confirmation of Entity Code(s) of prime and sub-contractors (Contractor’s Team) and full registration.  NB: A “light” registration in ESA star is not enough and the prime must be fully registered. |  |
| 7. The Activity Portal dedicated to the activity was presented and explained by ESA. The way to use the Deliverables Library for uploading documents was demonstrated by ESA. The way to record and manage Actions were explained by ESA. |  |
| 8. A.O.B. (if any) |  |
| 9. The Action Items List were reviewed, identifying the Action Items required to be finalized to declare the NM successful. These actions are reflected in the conclusion below.  All Actions Items will be recorded by “Name of the person” in the Activity Portal ASAP, but after the minutes has been signed by all parties, including the one reported below. |  |
| 10. Conclusions  The NM considered successfully concluded subject to the closure of Action Items … (typically a subset of the AIs above).  The contract award is subject to the completion of ESA internal approval process.  The kick-off of the activity shall be considered given at the point in time when the contract has been signed by both parties. Start of work at the Contractor's own risk will be/was on the (add the date)  OPTION: The agreements documented herein shall be contractually binding only upon signature of the contract by both parties. | AI 0.Y Verify closure of all Action Items that need to be finalised for the contract award; print out the view of the activity portal where the action items result “Closed for ESA”. Add this pdf together with any document closing the actions in .zip, rename the.zip it “Activity name NM action closure proof.zip” and upload it to the Event Library in Share Point (event: “NM successful finalised – OK”) (ESA TO, due date DDMonYYYY) |
| 11. The Minutes of the Meeting were reviewed and signed. |  |
| 12. The signed Minutes of Meeting will be uploaded in the Activity Portal by the contractor and in the Event Library in Share Point (event: “Minutes of Nego Meeting”) by the technical officer |  |