**Study Name**

Part in Yellow shall be edited!
If the contractor has no experience with the ESA IAP 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.
PLEASE NOTE: it is recommended that part 3. is populated prior the meeting with the list of clarification/negotiation points sent by ESA
PLEASE NOTE: currently no official templates for deliverables are available at the moment, it’s suggested to discuss them with the TO directly.

PLEAS

**Negotiation Meeting**

**Place, date, time**

*ESA Template Ver.1.2 25Jan2023*

Prepared by: ………

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants** | **Company** | **Signature** | **Distribution list** |
| ESA CO Name | ESA |  | Participants +  |
| ESA TO Name | 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. Presentation of the study and of the companies (Contractor’s Team)
3. Discuss clarification/negotiation points (All)
4. Plan for subcontract(s) (Contractor’s Team)
5. Confirmation of Entity Code(s) of prime and sub-contractors (Contractor’s Team).
6. Confirm full registration of prime (including up to date bank details). (ESA)
7. Explain Monthly Progress Reports (MPR), including current status updates (ESA)
8. Explain Project Web Page for ESA Business Applications website (needed by Progress Meeting) (ESA)
9. Introduce and demonstrate the Project Workspace created in SharePoint for uploading documents and create and manage Actions
10. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team)
11. Set date and location for next milestone review (All)
12. A.O.B.
13. Agree on Action Item List and record them in the SharePoint Project Workspace(All)
14. Conclusions
15. Review of the Minutes of Meeting and collect Signatures (All)
16. Upload the Minutes of the Meeting in the SharePoint Project Workspace
 |  |
| 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).  |  |
| 2. The project and the consortium were presented. The presentation was uploaded in the SharePoint Project Workspace (indicated as “SPPW” in the following).  |  |
| 3. Clarification/Negotiation points, Ref. ESA Email sent on DD/MM/YYYY at HH:MM.The answers to the Clarification/Negotiation points were provided via the document Ref….. dated …., which is uploaded in SPPW (under folder NM). The following list resumes the status of acceptance of the answers:insert Negotiation Points herePoint I.1 Clarify “XXX…..”. The point is considered clarified and accepted.Point I.2 Clarify “YYY….”. The point is considered clarified and accepted.Point I.3 Clarify “ZZZ…”: The point has been discussed but not concluded. The following action has been agreed to complete the clarification point: AI 0.X (Actione, due date DDMonYYYY) “…text…” | Record here possible actions related to the clarification/negotiation points have to be listed below…..AI 0.1 Brief description (Prime, due date DDMonYYYY |
| 4. Plan for subcontract(s)INCASE OF PRESENCE OF SUBCONTRACTOR(S) IN THE TEAM:At the first review meeting, evidence that all contractual arrangements with subcontractors are in place will be provided. | IN CASE OF SUB-CONTRACTORS IN THE TEAM:AI 1.1 Provide evidence that all contracts with subcontractors are in place and signed (Prime, due date PM) |
| 5. Confirmation of Entity Code(s) of prime and sub-contractors (Contractor’s Team). |  |
| 6. Confirm full registration of prime (including up to date bank details) (ESA).NB: A “lite” registration in ESA star is not enough and the prime must be fully registered. |  |
| 7. The Monthly Progress Report was introduced and explained by ESA, with the status to update the Project Web Page.  |  |
| 8. The Project Web Page with associated procedures for submission, publication and possible updates was presented by ESA. The Project Web Page shall be delivered to ESA for the finalization of the 1st Milestone Meeting. |  |
| 9. The SharePoint Project Workspace dedicated to the project 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.  |  |
| 10. The planning of the activities to be carried out for the Progress Meeting was presented. |  |
| 11. The date for start of the project activities was set to DD MM YYYY. The PM was planned for DD MM YYYY. The meeting will take place in xxxxx. |  |
| 12. A.O.B. (if any) |  |
| 13. 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 were recorded in the SPPW before the end of the meeting, including the one reported below. |   |
| 14. ConclusionsThe negotiation meeting is 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 date indicated in section 12 above. OPTION: The agreements documented herein shall be contractually binding only upon signature of the contract by both parties.It is reminded that any press release about this activity can be released only after the contract is fully signed. |  |
| 15. The Minutes of the Meeting were reviewed and will be signed first by the company, then by ESA.  |  |
| 16. The signed Minutes of Meeting will be uploaded in the SPPW. |  |