**Project Name**

**Negotiation Meeting**

Part in Yellow shall be edited!
If the contractor has no experience with the ESA BASS 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.

**Place, date, time**

*ESA Template Ver.1.27 –21Jun2023*

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 Business Plan (BP), the project 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. Key points for the contract (e.g. confirm full registration of prime, including up to date bank details, finalised payment plan) (ESA)
7. Explain Monthly Progress Reports (MPR), including current status updates (ESA)
8. Explain Project Web Page for ESA Business Applications website (needed by Baseline Design Review) (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 and in the Projects Event Library
 |  |
| 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. | 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, confirmation that all contractual arrangements with subcontractors are in place will be provided. | IN CASE OF SUB-CONTRACTORS IN THE TEAM:AI 1.1 Provide a statement confirming that all contracts with subcontractor(s) are in place and signed (Prime, due date BDR):  |
| 5. Confirmation of Entity Code(s) of prime and sub-contractors (Contractor’s Team). |  |
| 6. Key points for the contract (e.g. confirmation of full registration of prime, including up to date bank details, finalised payment plan) (ESA)Explanation of the co-funding implications on the Firm Fixed Price contract (i.e. lower incurred costs may impact the level of co-funding from the Agency, implying a price reduction in the end of the activity).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 BDR was presented. |  |
| 11. The date for start of the project activities was set to DD MM YYYY. The BDR 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. If the Contractor has indicated in the Cover Letter that they will not start at their own risk, the following statement supersedes such indication. Start of work at the Contractor's own risk will be/was on the date indicated in section 11 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. | AI 0.Y Verify closure of all Action Items that need to be finalised for the contract award; capture screenshot of all issues and attach to signed MoM; Send MoM to CO (ESA TO, due date DDMonYYYY): and upload screenshot to the Projects Event Library in Share Point (event: “NM successful finalised – OK”) |
| 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 and in the Projects Event Library in Share Point (event: “Minutes of NM upload”) |  |