

DRAFT PREPARE FOR SPACE CONTRACT^[NSO1]

[Project acronym – project name]

Between:

Arribes Enlightenment S.L.

(hereinafter called the “**Local Administrator** ”),

located at:

C/ Picasso, 19

28691 Madrid, Spain

acting at request of the European Space Agency as ESA Technology Broker Spain.

Represented by Mr. Luis Martín Bernardos, its sole Administrator,

of the one part,

and:

.....,
(hereinafter called “ ”),

Whose Registered Office is at:

.....,
.....,
.....,

whose Trade Register Number in is:,
(hereinafter called the “**Contractor**”)

Represented by Mr/Ms [Name], its [Title/Position]

of the other part,

(together, hereinafter referred to as the “Parties” or individually as a “Party”)

Commencement Date:

Contract End Date:

the following has been agreed:

P R E A M B L E

1. WHEREAS the European Space Agency (the Agency) is an intergovernmental organisation established by the Convention approved by the Conference of plenipotentiaries of its Member States on 30 May 1975 and which entered into force on 30 October 1980.
2. WHEREAS Article II of the Convention assigns to the Agency the task to promote cooperation in space research and technology and their space applications and to elaborate and implement activities and programmes in the space field.
3. WHEREAS the Agency manages ESA Prepare for Space Initiative to provide support to the Economic Operators in find commercial opportunities in the space industry by offering dedicated training to develop the business case, understand the supply chain, and source funding, etc. It is also intended to facilitate the on boarding training to Economic Operators to understand and identify relevant ESA's opportunities and respond to ESA ITT or calls.
4. WHEREAS the Agency has chosen the Local Administrator to implement and manage the ESA Technology Broker (TB) Spain as well as ESA Prepare for Space Spain.
5. WHEREAS the ESA TB Spain and ESA Prepare for Space Spain are funded by the European Space Agency.

DEFINITIONS

For the purpose of this Contract the following words shall have the meanings assigned to them:

“Contractor for the ESA Prepare for Space” (referred to as “Contractor”) means the entity that benefits from the ESA Prepare for Space Spain Initiative,

“Activity” means all the activities that the Contractor will undertake under this Contract in relation to the participation of the participant in the ESA Prepare for Space Spain Initiative, including the preparation of the Final Report, and all other obligations and deliverables to be provided by the Contractor as provided for in this Contract.

“CCN” shall mean a contract change notice.

“Change Review Board” shall be a board consisting of a contractual and a technical representative of each Party and ESA established to discuss and agree upon the approval or rejection of a change proposal, and a final CCN.

“Commencement Date” shall mean the date that this Contract shall come into force, as set out in Article 4.

“Confidential Information” shall have the meaning set out in Article 9.2.

“Contract” shall mean an agreement between the Local Administrator and the Contractor regulating the Activity.

“Contract End Date” shall mean the date that this Contract shall come to an end, as set out in Article 4.

“Contract Term” shall be the period between the Commencement Date and the Contract End Date.

“Deliverables” shall have the meaning set out in Article 2.

“Disclosing Party” shall mean the Party disclosing Confidential Information.

“Final Report” shall mean the complete statement of the work undertaken by the Contractor during the Contract Term, as further defined Article 2.1.2.

“Force Majeure” shall mean an event which is, unforeseeable, unavoidable and external at the time of Contract signature, occurs beyond the control of the affected Party and renders the performance of the Contract impossible for the affected Party, including but not limited to: Acts of God, Governmental Administrative Acts or omissions, consequences of natural disasters, epidemics, war hostilities, terrorist attacks.

“Intellectual Property Rights” (“IPR”) shall mean all rights in copyright, patents, know-how, Confidential Information, database rights, rights in trade-marks and designs

(whether registered or not), applications for the registration of any of the foregoing and the right to apply for the registration, and all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world.

“Local Administrator” is the legal entity that has a contract with the European Space Agency to manage the ESA TB Spain and as part of its tasks implements and manages ESA Prepare for Space Spain initiative.

“Local Administrator’s Partner(s)” shall mean an entity(ies) that is working together with the ESA TB Spain to support the activities of ESA Prepare for Space.

“Receiving Party” shall mean the Party receiving Confidential Information.

“Third Party” shall mean any person or entity other than the Agency and the Parties to this Contract or their personnel.

“Third Party Services” shall have the meaning set out in Article 3.

ARTICLE 1 - SUBJECT OF THE CONTRACT, APPLICABLE DOCUMENTS

1.1 Subject of the Contract

The Contractor and Local Administrator undertake to perform the Activity “[Project Name]” during the Contract Term.

1.2 Applicable documents

The Activity shall be performed in accordance with the following applicable documents listed hereunder in order of precedence, in case of conflict:

- a) The present ESA Prepare for Space Spain Contract.
- b) The Standard Requirements for Management, Reporting, Meetings and Deliverables attached as Appendix 1 hereto;
- c) The Minutes of the negotiation meeting held on, ref., dated, not attached hereto but known to both parties.
- d) The Contractor’s Proposal ref., dated, Version not attached hereto but known to both Parties.

The latest version of the Final Report templates will be made available to the Contractor by the Local Administrator. The Parties agree that any change regarding these templates will not require a Contract Change Notice.

ARTICLE 2 – ACTIVITY OF THE CONTRACTOR; DELIVERABLES

The Contractor undertakes to deliver the items mentioned below (the “Deliverables”) to the Local Administrator, as part of the Activity in accordance with the following provisions:

2.1 Documentation

The Contractor shall deliver as part of the Activity the documents specified in this section in electronic searchable, indexed and not encrypted PDF and original (WORD) format.

2.1.2 Final Report

At least two (2) weeks in advance of the Final Review meeting, the Contractor shall deliver the “Final Report”.

The key content of the Final Report shall be presented by the Contractor to the Local Administrator at the Final Review.

The final version of the Final Report shall be issued not later than two (2) weeks after the Local Administrator’s approval of the draft version.

The Local Administrator will deliver this to the Agency for approval.

The Local Administrator and the Agency will use these deliverables for communication, dissemination and publicity purposes, and for verifying correct use of the ESA Prepare For Space Spain.

ARTICLE 3 - SERVICES TO BE PROVIDED BY THE LOCAL ADMINISTRATOR [AND THIRD PARTIES]

During the project, the Local Administrator [and Third Party TBD] will provide training and support to the Contractor in the form of:

[select the applicable option(s) and removed others]

- dedicated business support to improve the business case for space (e.g. financial, managerial, business model, market studies, etc).
- support to develop commercial opportunities within the space supply chain.
- presentation of relevant ESA's opportunities.
- specific training support for apply to ESA opportunities.
- Typical steps and requirements for responding to ESA calls and participating to ESA procurements.

A detailed description of the services provided by the Local Administrator is provided in the Application proposal by the Contractor and referenced as [TBD].

ARTICLE 4 - CONTRACT TERM

This Contract shall enter into force upon signature by the legal representatives of both Parties ("Commencement Date") and shall continue in force until the Contract End Date, unless it is cancelled or otherwise terminated in accordance with Article 14. In no case shall the Contract Term exceed the duration of twelve (12) months without prior approval from ESA.

ARTICLE 5 – FINANCIAL CONTRIBUTION AND PAYMENT

5.1. Financial Contribution

5.1.1 No financial contribution is provided to the Contractor, under this agreement.

ARTICLE 6 - PARTIES REPRESENTATIVES AND COMMUNICATIONS

- 6.1 All correspondence affecting the terms and conditions of this Contract and concerning its execution shall be made in writing. All communications or correspondence between the Parties shall be in English.
- 6.2 All correspondence for either Party shall be sent to both representatives of each Party stated in Articles 6.3 and 6.4, i.e. depending on the subject, addressed to one representative of the Party with a copy to the other.
- 6.3 For the purpose of this Contract the representatives of the Local Administrator are:

(a) For technical matters:

Dr. Noelia Sánchez Ortiz

Tel.: +34 609 05 22 22

Email: noso@arrib.es

(b) For contractual and administrative matters:

Mr. Luis Antonio Martín Bernardos

Tel.: +34 609 15 46 86

Email: berkelio@arrib.es

All correspondence for the Local Administrator shall be addressed to:

ESA Technology Broker Spain

C/ Picasso, 19

28691 Madrid, Spain

6.4 For the purpose of this Contract the Contractor's representatives are:

(a) For technical matters:

Mr/Ms

Tel.:

Email:

(b) For contractual and administrative matters:

Mr/Ms

Tel.:

Email:

All correspondence for the Contractor shall be addressed to:

.....
.....
.....

ARTICLE 7 - PUBLICITY AND VISUAL IDENTITY OF CONTRACTORS

7.1 Publicity

7.1.1 The Contractor shall not produce or disseminate any form of communication material, press releases or other publicity documents, including the advertising and news bulletins, which are intended by the Contractor for the press, internet / web-sites or television, which refer to ESA, the Local Administrator, or any aspect of the Local Administrator's ESA TB Spain activities, or permit any Third Party to do so, without the prior written consent of the Local Administrator

7.1.2 The Local Administrator shall not produce or disseminate any form of communication material, press releases or other publicity documents which are intended by the Local Administrator for the press, internet / websites or television, which refer to the Contractor or any aspect of the Contractor's activities, or permit any Third Party to do so, without the prior written consent of the Contractor's representative for contractual matters or its duly authorised representative.

7.2 Visual Identity of the Contractor

7.2.1 If any reference to the support of ESA Technology Broker is published, the Contractor shall place the ESA TB Spain logo and the following text line, in full and without amendment (hereinafter referred to as the "**Text Line**"), on its promotional materials and publicity documents, including exhibition and conference materials and its internet site. The logo shall be linked to <https://esa-technology-broker.arrib.es> and it shall be clearly stated that the company is supported by ESA Prepare for Space.

"[Project Name] executed by [Contractor Name] has been supported by the ESA TB Spain through the ESA Prepare for Space initiative" is referred to as the Text Line to be used in connection with the ESA TB Spain logo.

Use of the ESA TB Spain logo and Text Line by the Contractor shall be subject to the following conditions:

- (a) the Contractor shall submit to the Local Administrator for prior written approval all promotional materials and publicity documents, on which the Text Line is to appear or is intended to be used, which approval may be withheld or withdrawn from any material or documents at any time at the discretion of the Local Administrator.
- (b) the prior approval of the Local Administrator for the use of the ESA TB Spain logo and/or Text Line shall not constitute an endorsement or approval of the Contractor's Activity, products or services, or of their quality, technology or suitability for a particular use, neither shall it constitute verification by the Local Administrator of the compatibility of materials produced by the Contractor with applicable law and regulations; the Contractor shall refrain from using any statements which could suggest otherwise;
- (c) any use of the ESA TB Spain logo and/or Text Line on substantially amended or revised promotional material and publicity documents shall be subject to the same approval process as the original material and documents.
- (d) the Text Line may be translated into a different language other than English, subject to the approval of the Local Administrator.
- (e) no use of the ESA TB Spain logo nor the Text Line shall be made in connection with material, products or documents that:
 - a. constitute an infringement of law and/or legal provisions.
 - b. undermine the reputation and dignity of the Agency or the Local Administrator;
 - and

- c. promote or are related to alcohol, tobacco, religion, political affairs, intolerance, violence, firearms, pornography, obscenity, gambling, and narcotic drugs.

- 7.2.2 The Contractor shall keep appropriate records of the extent of its use of the ESA TB Spain logo and Text Line, stating in particular the nature and time of use of the ESA TB Spain logo and Text Line on its material, products and documentation. The Contractor shall provide the Local Administrator with information and documents to evidence such use.
- 7.2.3 The use by the Contractor of the ESA TB Spain logo and Text Line may continue beyond the successful closure of the contract subject to the Contractor reporting its usage on a yearly basis to the Local Administrator. The Local Administrator and the Agency may withdraw the right to use the text line at any time for any reason.
- 7.2.4 Unless otherwise stated in this Article, the Contractor shall not use the official emblem of ESA, the ESA TB Spain, the Local Administrator, or any other logo or trademark which may be owned or used by the Agency or the Local Administrator for any purpose whatsoever.

ARTICLE 8– GENERAL CONDITIONS OF EXECUTION

The Contractor shall, in accordance with the Agency's Policy on the Prevention, Detection and Investigation of Fraud, to the extent allowed by applicable national law, cooperate with the Agency's investigation team in any investigation of fraud initiated by the Agency and inform its personnel of their obligation to cooperate accordingly.

The Agency's Policy on the Prevention, Detection and Investigation of Fraud is available at: <https://esastar-publication.sso.esa.int/supportingDocumentation>

ARTICLE 9 - CONFIDENTIALITY

- 9.1 Each Party shall observe complete discretion with regard to all matters related to the activities of the other Party and each Party shall ensure compliance by its employees and agents with the obligations of confidence set out in this Article and assumed by that Party in relation to the other Party.
- 9.2 Neither Party shall disclose any documentation, information or materials obtained from the other Party, whether marked (by way of example as, "confidential" or "proprietary information") or unmarked ("Confidential Information"), to any Third Party whatsoever without the prior written consent of the other Party in which case the other Party may require the recipient to sign a non-disclosure agreement. For the purposes of the present Article, documentation shall include any final documentation deliverable under this Contract.
- 9.3 Each Party may disclose Confidential Information on a strictly "need to know" basis to:
 - its employees.
 - its professional agents.

- Local Administrator's Partners

as long as they have signed an engagement of confidentiality.

- 9.4 The Contractor agrees that the Agency may use, copy or disseminate general information related to the Contractor's company (e.g. name, address, etc.) and its Activity for the Agency's Own Requirements, unless such information is marked as "Proprietary Information", in which case the provisions under Article 9.2 shall apply,
- 9.5 On the Contract End Date, or upon the earlier termination of this Contract in accordance with Article 14, the Receiving Party shall promptly return to the Disclosing Party or otherwise certify the destruction of all Proprietary Information, with exception of the Deliverables provided by the Contractor to the Local Administrator.
- 9.6 The obligations in this Article shall not apply to Proprietary Information:
- which is in the public domain at the time of disclosure or becomes part of the public domain after disclosure otherwise than through a breach of this Contract.
 - for which the Receiving Party can provide documentary evidence that it was in its lawful possession prior to disclosure to it by the Disclosing Party or which is lawfully and *in bona fide* obtained thereafter by the Receiving Party from a Third Party who, to the knowledge or reasonable belief of the Receiving Party, did not receive the Proprietary Information directly or indirectly from the Disclosing Party when under a duty of confidentiality;
 - which, at the time of circulation is already known by the Receiving Party (as evidenced in writing) and is not hindered by any obligation not to circulate; or
 - which is required to be circulated by governmental or judicial order or applicable law.
- 9.7 The contents of this Contract are Proprietary Information.
- 9.8 The obligations set out in this Article shall survive the termination or expiry of this Contract.

ARTICLE 10 – INTELLECTUAL PROPERTY RIGHTS

- 10.1 No Intellectual Property Rights will be generated during the contract.

ARTICLE 11 – LIABILITY

11.1 Limitations of Liability

- 11.1.1 Neither Party can exclude its liability to the other Party for:

- (a) death or personal injury caused by negligence or careless conduct by a Party or those of its employees or agents.
- (b) fraud, including fraudulent misrepresentations; and
- (c) liability as provided for under Articles 9 and 10 of this Contract.

11.1.2 Subject to Article 11.1.1, the liability of the Parties under or in connection with this Contract, whether arising from negligence, breach of the Contract or any other obligation or duty, shall in no case exceed an amount equal to the Contract price, per event or series of connected events.

11.2 Infringements of the Law

11.2.1 The Local Administrator or the Agency shall not be responsible if the Contractor infringes any existing and/or future national, communal, or provincial laws or decrees, rules or regulations in force in Spain or in any other Country whatsoever.

11.2.2 The Contractor shall indemnify the Local Administrator from and against all claims, proceedings, damages, costs and expenses arising out of any infringement of the Contractor's obligations under this Contract.

11.3 Infringement of the Rights of the Local Administrator's Partners

11.3.1 The Contractor shall indemnify the Local Administrator's Partners from and against all claims, proceedings, damages, costs and expenses arising from the infringement of Intellectual Property Rights of Third Parties with respect to the Activity performed under this Contract - excluding any infringement resulting from the use of documents, patterns, drawings or goods supplied by the Local Administrator's Partners through the Local Administrator which may be made, or brought against the Local Administrator's Partners, or to which the Local Administrator's Partners may be put by reason of such infringement or alleged infringement.

11.3.2 The Local Administrator shall notify the Contractor immediately of any written claim or notice of infringement of Third Party(ies)'s rights that it receives concerning this Contract.

11.3.3 The Contractor shall immediately take all necessary steps within its competence to prevent or end a dispute and shall assist the Local Administrator's Partners to defend any such dispute or make settlement in respect of any claim or notice of infringement or suit for infringement.

11.3.4 The Parties shall notify each other of any known Intellectual Property Rights connected with the use of documents, patterns, drawings and goods supplied by one Party to the other or connected with the execution of the specifications laid down by the other Party.

11.4 Compensation for Damage Caused to Goods and Property

Claims shall be settled as follows:

11.4.1 Claims for Direct Damages

- (a) The Contractor shall indemnify the Local Administrator against, and shall be personally responsible for, direct damage to property and equipment to the extent that such damage is caused by the negligence of the Contractor and its employees or agents.
- (b) The Local Administrator shall indemnify the Contractor against, and shall be personally responsible for, direct damage to the Contractor's property and equipment to the extent that such damage is caused by the negligence of the Local Administrator or their employees (staff) or agents.

11.4.2 Claims for Indirect or Consequential Damages

- (a) The Parties shall in no circumstances be liable for indirect or consequential damages such as loss of use, loss of business, loss of data, loss of rights, loss of services, loss of goodwill, Third Party claims to the extent that they represent the indirect loss of a Third Party, loss of revenues or anticipated savings, or for any indirect financial loss or indirect economic loss or for any indirect or consequential loss or damage whatsoever suffered by the other Party;
- (b) The Parties shall in no circumstances be liable for loss of profit, whether direct or indirect of the other Party.

11.5 Damages to Third Parties caused by the Contractor

The Local Administrator shall not be liable for any damage caused by the Contractor and/or its employees or agents to a Third Party during the performance of the Activity under this Contract.

11.6 Delay in Delivery due to Force Majeure

In the event of an alleged delay in delivery due to Force Majeure, the Contractor shall report to the Local Administrator the Force Majeure event and its immediate consequences within one (1) week after its occurrence. The Contractor shall bear the burden of proof for the existence, duration, and consequences of Force Majeure, such proof to be provided within one (1) month from the occurrence of the Force Majeure event.

In case of Force Majeure, the Contractor shall not be considered at default and its obligations under the Contract shall be suspended during the Force Majeure event. The Contractor shall make reasonable efforts to mitigate the impact on the schedule and the performance of its contractual obligations.

In case of Force Majeure, an extension of the time-limit for execution or a postponement of delivery dates shall be granted in writing by the Local Administrator.

ARTICLE 12 – CHANGES TO THIS CONTRACT

12.1 Introduction of a Change

12.1.1 For all changes to this Contract, whether requested by the Local Administrator or initiated by the Contractor, the Contractor shall submit a proposal for a Contract Change Notice (“**CCN**”) which the Local Administrator will share with ESA.

12.1.2 The Contractor shall ensure - in liaison with the Local Administrator - that each CCN proposal is fully coordinated and that all reasonably foreseeable implications of the change have been considered by the Contractor and the Local Administrator. The Contractor shall, on the request of the Local Administrator provide additional documentary evidence of the effect of the change to both Parties.

12.2 Approval or Rejection of the CCN Proposal

12.2.1 Should the CCN proposal be approved by ESA corresponding CCN shall be prepared by the Local Administrator’s contractual representative as stated in Article 6.3 b) and submitted to both Parties for signature.

12.2.2 Should the CCN proposal be rejected for any reason by the Local Administrator, the Contractor shall be informed accordingly, together with the reasons for the rejection. At the request of either Party, the change may be discussed at a Change Review Board, consisting of a contractual and a technical representative of each Party.

12.3 Implementation and Status of an Approved CCN

Upon signature of the CCN by both Parties, the CCN will have immediate effect and will constitute a binding contractual agreement between the Parties. The CCN will serve as an applicable document to this Contract.

ARTICLE 13 – POST CONTRACT REPORTING

On each anniversary of the end of the Contract Term, for 5 years, subject to losing the right to use the ESA TB Spain logo or Text Line if non-compliant, the Contractor shall respond to Annual Performance Survey if sent by the Local Administrator or by the Agency, as specified in Article 7.2.3, as well as to the Agency following the provisions of Appendix 1, section 4.4.

ARTICLE 14 – TERMINATION

14.1 Right of Termination

14.1.1 Each Party reserves the right, after full consideration of all relevant circumstances and following a formal notification, to terminate this Contract in the event of a material breach of the Contract by the other Party.

14.1.3 The Local Administrator shall in no circumstances be liable to pay any sum to the Contractor.

14.1.4. In case of termination of the Contract, the provisions under Article 11 of this Contract shall not be affected.

14.1.5 Termination in special cases

The Local Administrator may at any time terminate the Contract by giving written notice with immediate effect in any of the following events:

- a) if the Contractor becomes insolvent or if its financial position is such that within the framework of its national law, legal action leading towards bankruptcy may be taken against it by its creditors.
- b) if the Contractor resorts to fraudulent practices in connection with the Contract, especially by deceit concerning the nature, quality or quantity of the services, or by the giving or offering of gifts or remuneration for the purpose of bribery to any person in the employ of the Local Administrator or acting on its behalf, irrespective of whether such bribes or remuneration are made on the initiative of the Contractor or otherwise.

14.1.6 In case of Force Majeure and if the Force Majeure event and its consequences continue for more than two (2) months from the start date of the Force Majeure event, either Party may terminate the Contract by giving not less than one (1) month notice to the other Party.

14.1.7 In case of termination due to Force Majeure the amount to be paid shall be calculated as per Article 14.1.2 and 14.1.3 above. No other payments or indemnities shall be due by the Local Administrator to the Contractor.

14.2 Consequences of Termination

Any information, in documentary or other physical form, pertaining to the Activity carried out by the Contractor or the Local Administrator during the Contract Term, remains the property of the Local Administrator and shall be handed over to the Local Administrator upon the expiry or termination of this Contract. This shall include:

- (a) any information and documentation under Article 2.1.
- (b) any deliverables under Appendix 1, Article 2.

The Contractor shall deliver to the Local Administrator all documentation that was to be delivered in case the Contractor had completed the Activity in full (see Article 6.3.2).

ARTICLE 15 - ASSIGNATION OF THIS CONTRACT

The Contractor shall not assign its rights and/or transfer its obligations under this Contract in whole or in part to a Third Party ("assignee").

ARTICLE 16 – APPLICABLE LAW; DISPUTE SETTLEMENT

16.1 This Contract shall be governed by the laws of Spain.

16.2 The Parties will consult with each other promptly when events occur or matters arise that may occasion a question of interpretation or implementation of the terms of this Contract.

The Parties shall use their best efforts to settle any dispute arising out of the Contract amicably.

Any issue of interpretation or implementation of this Contract that cannot be settled by the Parties' Representatives indicated in Article 6.3 and 6.4 shall be referred to arbitration.

16.3 Any dispute arising out of the interpretation or implementation of this Contract that cannot be settled as described in Article 16.2 above, at the request of either Party, shall be submitted to arbitration according to the Rules of Arbitration of the International Chamber of Commerce. The Arbitration Tribunal shall sit in Madrid, Spain and the arbitration proceedings shall be conducted in English, unless otherwise agreed between the Parties. The enforcement of the award shall be governed by the rules of procedure in force Spain.

ARTICLE 17 - DATA PROTECTION

To the extent that is reasonably necessary, in connection with the Contractor's Activity under this Contract, and for legitimate purposes of processing only, the Contractor as data subject's personal data may be disclosed to employees (staff) and agents of the Local Administrator, the relevant Local Administrator's Partners, and ESA partners, for any studies and/or reporting that may be carried out by the Agency and/or the Local Administrator.

The Contractor hereby consents to the recording, processing, use and disclosure of its personal data as set out here above (including the recording, processing, use and disclosure of its personal data to the extent required by reason of the Contractor's performance of the Activity under this Contract), including the transmission of such data between the Local Administrator and other Local Administrators contracted by ESA for the fulfilment of the above requirements.

ARTICLE 18 – EXECUTION OF THE CONTRACT

[OPTION 1 or 2 below to be selected by the Contractor.]

N.B. Electronic signature encompasses both simple electronic signature (handwritten scanned) and the use of e-signing digital tools.]

[OPTION 1: electronic signature using digital signatures only, both Parties to sign using e-signing digital tools.]

The Parties agree that digital signature of this Contract shall have the same force and effect as hand-signed originals and shall be binding on both Parties to this Contract.

[END OPTION 1]

[OPTION 2: electronic signature. Each of the Parties can use either e-signing digital tools or simple electronic signature (handwritten scanned).]

The Parties agree that electronic signature of this Contract shall have the same force and effect as hand-signed originals and shall be binding on both Parties to this Contract.

[END OPTION 2]

In witness whereof, the Parties hereto have executed this Contract, with effect as of the signature of the Contract.

Electronically/Digitally signed by the Parties to this Contract,

For Arribes Enlightenment S.L.

For [Contractor]:

In:

In:

Date:

Date:

Signature
Name and title

Signature
Name and title

APPENDIX 1 - STANDARD REQUIREMENTS FOR MANAGEMENT, REPORTING, MEETINGS AND DELIVERABLES

This document contains the standard requirements for management, reporting, meetings and deliverables with regard to ESA Prepare For Space Spain.

1. MANAGEMENT

1.1 General

The Contractor shall implement effective and economical management for the Activity. The nominated representatives of the Contractor shall be responsible for the management and execution of the Activity to be performed under the Contract.

1.2 Communications

All communications sent by the Contractor to the Local Administrator shall be addressed to the representatives nominated in Article 6.3 of this Contract.

2. REPORTING

2.1 Minutes of Meetings

The Contractor shall be responsible for the preparation and distribution of minutes of meetings held in connection with this Contract. Electronic versions of the minutes of each meeting shall be issued and distributed to all participants, including the representatives of the Local Administrator, not later than ten (10) days after the meeting concerned.

The minutes shall clearly identify all agreements made and actions accepted at the meeting together with an update of the Action Item List (AIL), if any. The minutes shall be signed.

2.2 Problem Notification

The Contractor shall notify the Local Administrator's representatives of any problem likely to significantly impact the progress of the Activity. Similarly, Local Administrator shall notify the Contractor of any problem that may impact the progress of the Activity.

3. MEETINGS

For all meetings, the Local Administrator reserves the right to invite the Agency and the Spain National Delegation to participate.

3.1 Kick-off Meeting

The kick-off meeting shall take place at the Local Administrator's premises or by videoconference at the beginning of the Contract Term.

3.3 Final Review

At the end of the Activity a Final Review Meeting shall be held. The Contractor shall present the Final Report.

3.4 Additional Meetings

The following meetings will be held along the Activity:

- [Pre-scheduled Meetings to be defined by the contractor and Local Administrator]
-

Additional meetings may be requested either by the Local Administrator or the Contractor.

3.5 Notice and Agenda for Meetings

For all meetings the Contractor shall ensure that proper notice to the Local Administrator is given at least two (2) weeks in advance of when the Local Administrator's participation is required. The Local Administrator is responsible for ensuring the participation of its personnel and/or third-party advisors, as needed.

For each meeting the Contractor shall propose an agenda in electronic form and shall compile and distribute handouts of any presentation given at the meeting.

4. DELIVERABLES

In addition to the documents to be delivered according to section 2 above, the documentation set out in the present section shall also be deliverables.

All documentation deliverables mentioned in this section (including all their constituent parts) shall be delivered as follows:

- in electronic searchable form on computer readable media (e.g. PDF-format, and original in WORD, Excel, etc.) as agreed by the Local Administrator and in other exchange formats where relevant (e.g. HTML).
- The draft version of the documentation shall be sent to the Local Administrator representatives in electronic form for approval not later than two (2) weeks before the documentation is to be presented.

Final Report

The Final Report shall be a complete statement of all the work undertaken by the Contractor during the Activity. The report shall follow the template for the Final Report provided by the Local Administrator and shall contain.

- The work performed by Arribes Enlightenment S.L.: which modules were offered and qualitative assessment regarding the trainings provided.
- Explain what are the main take aways and how this has impacted their strategy.
- A list of commercial leads and/or ESA funding opportunities that were identified as relevant following the dedicated coaching.