

Electronic signature of proposals and contractual documents during the COVID-19 Pandemic

Regarding the measure on Time-to Contract included in the EMITS-NEWS publication dated 23/03/2020 stating that “An instruction has also been issued authorizing electronic signature by ESA for all contracts, CCN, Work Orders and ATPs irrespective of their value”, the Agency hereby clarifies the following:

- The electronic signature authorisation applies both ways. Electronic signature is also authorised from industry.
- Consequently, using electronic signature to sign proposals in reply to an ITT/RfQ or any other procurement action initiated by the Agency is authorised regardless of the request for original signatures, if any, in the issued ESA procurement actions.
- The electronic signature of contractual documents (e.g. Contracts, CCNs, Minutes of Meetings and Reports) by the Agency’s counterparts is also authorised. The counterparts are solely responsible for ensuring that the electronic signatures are authentic and correspond to their authorised representatives.
- For the avoidance of doubt, electronic signature encompasses simple electronic signature (handwritten scanned) or the use of e-signing digital tools.

This measure remains applicable until further notice.