



COVID-19 MEASURES AND INSTRUCTIONS – rev. 8 – 24/09/2021

ESA publishes Covid-19 related measures and instructions under "EMITS NEWS". Such NEWS publications are copied in this Covid-19 dedicated news area for easy retrieval.

24/09/2021 – Important Update - Measures to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis

Extension of the Plan until 31 December 2021

On 23 March 2020, the Agency published a business continuity plan on EMITS, called "Measures to ensure business continuity in the European Space Industry and in the implementation of ESA Programmes during the COVID-19 crisis".

The main elements of the Plan were:

- (i) The continuation without delay of the procurement process as planned, through adapted meetings (fully or partially virtual) of the ESA Delegate bodies (IPC in particular);
- (ii) The full digitalisation of the tendering process, through the ESA-STAR system and the allowance of virtual meetings for Tender Evaluation Boards;
- (iii) The reduction of the time-to-contract, mainly through the allowance of virtual meetings for contract negotiations and electronic signature of contracts and CCN's;
- (iv) The reduction of the time-to-payment, based on the full digitalisation of the handling of invoices, an extraordinary acceleration of the handling and payment of invoices, leading to payments substantially ahead of contractual due dates.
- (v) The exceptional entitlement of partial and advance payments throughout the industrial supply base.

The Plan, initially drawn-up with an horizon to end of April, was then progressively extended and its current extension runs until 30 September 2021.

In view of the situation that continue to prevail throughout the Member States as a consequence to the Covid-19 crisis, the Plan published on 23 March 2020 is hereby extended with all its elements, **until 31 December 2021**.

Regarding the "advance payments" aspect of the Plan, and to allow the Agency to exercise an adequate monitoring of its implementation, the economic operators are to enter the code **CV19** as a prefix in the field "External APR Number" at the creation of the Advance Payment Request (APR) in the esa-p system, as shown in the below screenshot.

Advance Payment Request			
Number 8100045434	Status In Process	Created on 20.04.2020 13:12:00	Created by TEST_EXT01
<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="Print"/>	<input type="button" value="Check"/> <input type="button" value="Close"/>
<div> <div>Overview</div> <div>Approval</div> <div>Attachments</div> </div>			
Purchase Order Number: *	4000123176 <input type="button" value="Add"/>		
Payee: *	<input type="text"/>		
Supplier: *	<input type="text"/>		
APP Reference: *	AP-3 CV19.... 20.04.2020		
PO Name:	HQ PROJECT - AMO		
External APR Number: *	CV19....		
APR Text:	<input type="text"/>		
APR Issue Date: *	25.04.2020 <input type="button" value="Calendar"/>		
APP Date:	20.04.2020		
APP Description:	CV19....		

07/05/2021 - Reminder - COVID-19 - Measures to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis - Extension of the Plan until 30 September 2021

A reminder of the below message was issued on esa-star publication.

13/04/2021: Measures to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis - Extension of the Plan until 30 September 2021

On 23 March 2020, the Agency published a business continuity plan on EMITS, called "Measures to ensure business continuity in the European Space Industry and in the implementation of ESA Programmes during the COVID-19 crisis".

The main elements of the Plan were:

- (i) The continuation without delay of the procurement process as planned, through adapted meetings (fully or partially virtual) of the ESA Delegate bodies (IPC in particular);
- (ii) The full digitalisation of the tendering process, through the ESA-STAR system and the allowance of virtual meetings for Tender Evaluation Boards;
- (iii) The reduction of the time-to-contract, mainly through the allowance of virtual meetings for contract negotiations and electronic signature of contracts and CCN's;
- (iv) The reduction of the time-to-payment, based on the full digitalisation of the handling of invoices, an extraordinary acceleration of the handling and payment of invoices, leading to payments substantially ahead of contractual due dates.

(v) The exceptional entitlement of partial and advance payments throughout the industrial supply base.

The Plan, initially drawn-up with an horizon to end of April, was then progressively extended and its current extension runs until **30 April 2021**.

In view of the situation that continue to prevail throughout the Member States as a consequence to the Covid-19 crisis, the Plan published on 23 March 2020 is hereby reinstated with all its elements, until **30 September 2021**.

Regarding the “advance payments” aspect of the Plan, and to allow the Agency to exercise an adequate monitoring of its implementation, the economic operators are to enter the code **CV19** as a prefix in the field “External APR Number” at the creation of the Advance Payment Request (APR) in the esa-p system, as shown in the attached screenshot.

Advance Payment Request

Number 8100045434 Status In Process Created on 20.04.2020 13:12:00 Created by TEST_EXT01

Save Submit Print Check Close

Overview Approval Attachments

Purchase Order Number: * 4000123176 Add

Payee: * [Dropdown]

Supplier: * [Dropdown]

APP Reference: * AP-3 CV19.... 20.04.2020 [Dropdown]

PO Name: HQ PROJECT - AMO

External APR Number: * CV19....

APR Text: [Text Area]

APR Issue Date: * 25.04.2020 [Calendar Icon]

APP Date: 20.04.2020

APP Description: CV19....

05/02/2021: Measures to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis

Full reinstatement of the Plan until 30 April 2021

On 23 March 2020, the Agency published a business continuity plan on EMITS, called “Measures to ensure business continuity in the European Space Industry and in the implementation of ESA Programmes during the COVID-19 crisis”.

The main elements of the Plan were:

- (vi) The continuation without delay of the procurement process as planned, through adapted meetings (fully or partially virtual) of the ESA Delegate bodies (IPC in particular);
- (vii) The full digitalisation of the tendering process, through the ESA-STAR system and the allowance of virtual meetings for Tender Evaluation Boards;
- (viii) The reduction of the time-to-contract, mainly through the allowance of virtual meetings for contract negotiations and electronic signature of contracts and CCN's;

- (ix) The reduction of the time-to-payment, based on the full digitalisation of the handling of invoices, an extraordinary acceleration of the handling and payment of invoices, leading to payments substantially ahead of contractual due dates.
- (x) The exceptional entitlement of partial and advance payments throughout the industrial supply base.

The Plan, initially drawn-up with an horizon to end of April, was then extended by approval of the ESA Council until end of June and again to end of September.

At that point in time, and in view of the approaching end of the Agency's 2020 fiscal year , element (v) above was not extended after 30 September 2020 while, with respect to element (iv) time-to-payment, efforts would continue to settle invoices before contractual due dates.

In view of the situation that continue to prevail throughout the Member States as a consequence to the Covid-19 crisis, the Plan published on 23 March 2020 is hereby reinstated with all its elements, until 30 April 2021.

Regarding the "advance payments" aspect of the Plan, and to allow the Agency to exercise an adequate monitoring of its implementation, the economic operators are to enter the code **CV19** as a prefix in the field "External APR Number" at the creation of the Advance Payment Request (APR) in the esa-p system, as shown in the below screenshot.

Advance Payment Request

Number 8100045434 Status In Process Created on 20.04.2020 13:12:00 Created by TEST_EXT01

Overview Approval Attachments

Purchase Order Number: * 4000123176

Payee: *

Supplier: *

APP Reference: * AP-3 CV19... 20.04.2020

PO Name: HQ PROJECT - AMO

External APR Number: * CV19...

APR Text:

APR Issue Date: * 25.04.2020

APP Date: 20.04.2020

APP Description: CV19...

25/09/2020 COVID-19 exceptional financial measures on partial and advance payments not extended beyond 30th September 2020

The exceptional entitlement of partial and advance payments throughout the industrial supply base of the 23/03/2020 "Measures to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis" shall not be extended beyond 30th September 2020.

Please see attached file:

<http://emits.sso.esa.int/emits-doc/ESTEC/EMITS-NEWS/COVID->

19 measures no extension.pdf

16/06/2020 - Measures to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis - Extension until 30 September 2020

The measures adopted by ESA as part of the Plan aiming to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis, as published on EMITS on 23 March and already extended once until end-June, continue to be implemented.

The Agency has and will further closely monitor, not only the effectiveness of these measures but also the overall situation.

As a result thereof, it has been decided to extend the measures until 30 September 2020.

The situation will be assessed at that point in time.

25/05/2020 - Measures to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis - Extension until 30 June 2020

The measures adopted by ESA as part of the Plan aiming to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis, and published on EMITS on 23 March are being implemented.

The Agency has and continue to closely monitor not only the effectiveness of these measures but also the overall situation.

As a result thereof, it has been decided to extend the measures until 30 June 2020.

The situation will be assessed at that point in time.

05/05/2020 - Covid-19 - ESA's measures in support of Industry: Note related to the measures on advances

The attention is URGENTLY drawn to the attached message regarding the request to insert prefix CV19 in the field "External APR Number" for advance payment requests under the Covid-19 measures.

Please see attached file:

http://emits.sso.esa.int/emits-doc/ESTEC/COVID-19_APR/COVID_19_EXT_APR_NR.pdf

30/04/2020 - Measures to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the Covid-19 crisis - extension to EU funded programmes

[http://emits.sso.esa.int/emits-doc/ESTEC/News/COVID/COVID-19_crisis Measures to ensure business continuity in the European Space industry.pdf](http://emits.sso.esa.int/emits-doc/ESTEC/News/COVID/COVID-19_crisis_Measures_to_ensure_business_continuity_in_the_European_Space_industry.pdf)

10/04/2020 - Electronic signature of proposals and contractual documents during the COVID-19 Pandemic

The attention is URGENTLY drawn to the attached message regarding the use of electronic signature by industry.

Please see attached file:

[http://emits.sso.esa.int/emits-doc/ESTEC/EMITS-NEWS/Electronic signature of proposals and contractual documents during the COVID-19 Pandemic.pdf](http://emits.sso.esa.int/emits-doc/ESTEC/EMITS-NEWS/Electronic_signature_of_proposals_and_contractual_documents_during_the_COVID-19_Pandemic.pdf)

02/04/2020 - Proposals Submitted- or to be Submitted during the COVID-19 crisis

The attention is URGENTLY drawn to the attached message which will be included in the Special Condition of Tender of forthcoming procurements but applies also to issued ITTs/RFQs where the bidding period is presently running.

Please see attached file:

<http://emits.sso.esa.int/emits-doc/ESTEC/News/COVID-19.pdf>

23/03/2020 - Measures to ensure business continuity in the European Space industry and in the implementation of ESA Programmes during the COVID-19 crisis

The COVID-19 crisis is impacting all ESA Member States. The fully justified measures taken by the Governments to mitigate and contain this major threat have important repercussions on the economy at large, the operations of the space industry and of ESA. The Agency is committed to limit as much as feasible these repercussions on industry and on the implementation of ESA Programmes. To that end, the Agency has put in place a business continuity plan. That plan covers all phases of procurements for ESA Mandatory and Optional Programmes, i.e. the tendering process, the time-to-contract, the time-to-payment, and the contract execution.

Please see attached file:

<http://emits.sso.esa.int/emits-doc/ESTEC/EMITS-NEWS/COVID-19-Measures-to-ensure-business-continuity-in-the-European-Space-industry.pdf>