



## **COVID-19 MEASURES AND INSTRUCTIONS – rev. 9 – 10/12/2021**

### **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 March 2022**

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, published on EMITS on 23 March 2020 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 31 March 2022. The situation will be assessed at that point in time.

## **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

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....

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**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

|  |  |  |

**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....

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**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

Save | Submit | Print | Check | Close

Overview | Approval | Attachments

Purchase Order Number: \* 4000123176  Add

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....

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**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](http://emits.sso.esa.int/emits-doc/ESTEC/EMITS-NEWS/COVID-19%20measures%20no%20extension.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](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%20signature%20of%20proposals%20and%20contractual%20documents%20during%20the%20COVID-19%20Pandemic.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>