

**PECS Implementation Contract**  
Guideline for the preparation of its Appendices 1 (Work Description) and 2 (Financial Plan)

**Part I: The Work Description. Appendix 1**

1) Work Description:

The Work Description is to identify the Project, i.e. the work in execution of which reimbursable cost will be incurred by the Institute during the term of the Implementation Contract.

Length: One page should be sufficient but in no way be regarded as a firm limit.

2) Distinctions as to 'who' and 'when':

The work to be carried by the Institute and to be paid for by ESA under the Implementation Contract (the Project) is to be clearly separated from the work to be carried out by others (if the latter is mentioned at all).

Project activities to be carried out during the term specified in the Implementation Contract must be clearly separated from work outside said term (if the latter is mentioned at all).

3) Compatibility with other Applicable Documents:

Subject to 1)- 2) above the Work Description must correspond to the work description submitted to the relevant national authority in support of the Financial Plan, and be covered by the Institute Agreement.

**Part II: The Financial Plan. Appendix 2 (see figure 1)**

1) Content

The Financial Plan's minimum content will encompass:

- a) Title of the Project and identification of the Institute
- b) Cost categories such as:
  - Salaries and names of employees
  - Travel
  - Miscellaneous
  - Overheads
  - Equipment ≤ 5000 Euro
  - etc..
- c) Amounts.  
Please note that all figures should be mentioned in Euro.
- d) Time periods

[Ideally this Appendix will be a copy of the document which was approved by the Delegation.]

2) Equipment > 5000 Euro.

This category should not be integrated in the Financial Plan below, but listed under, since the equipment may be available via PECS Office by means of placing a Purchase Order, hence saving the VAT cost for the Institute. (See figure 2)

**NB: Please fill in all what is between {} with applicable texts or figures**

## **Work Description**

## **Appendix 1**

Project title:

Overall Objective (mission):

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Role of the Institute/Industry (Principal / Co-Investigator for .../Prime contractor / sub-contractor for..) [Only ESA selected projects can be funded through PECS. In the ESA selection, the role of Institute/Industry is given.]:

Project term (to be) covered by the Implementation Contract (dates of beginning and end of contract):

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Brief description of Main Tasks (split in work package breakdown):

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Project output at the end of the term specified in the Implementation Contract in terms of :

- hardware:

- software:

- documents:

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Major Milestones (if any):



**Appendix 2**

**FINANCIAL PLAN**  
**{PROJECT NAME - INSTITUTE NAME to be indicated}**

Starting date: {dd/mm/yy – to be indicated}

Ending date: {dd/mm/yy – to be indicated}

[Please add as many columns, as the number of years foreseen for the project duration.]

	{YEAR 1}	{YEAR 2}
<b>INSTITUTE COSTS:</b>		
Salaries <i>-please indicate employee(s) name(s)</i>		
Travel		
Small Equipment		
Etc ..		
<b>SUBTOTAL</b>		
<b>TOTAL{subtotal Year1 +Year2 etc.}</b>		

FIGURE 1: Financial Plan

Equipment to be Purchase via PECS Office (if applicable):

- {Item 1}	{price}
- {Item 2}	{price}
- Etc ..	
<b>TOTAL</b>	

FIGURE 2: Equipment