REQUEST FOR PROPOSAL

ECMWF/RFP/2026/420

FOR THE PROVISION OF

AUDIT CERTIFICATION FOR FINANCIAL STATEMENTS SUBMITTED UNDER EC HORIZON FUNDED ACTIVITIES AT ECMWF

Clarifications issued on 28 October 2026

ISSUED BY:
ECMWF
Administration Department
Procurement Section

We are pleased to provide the following clarification response to the question received:

1 Ref: C1_RFP_420

Question:

What is the status of the persons that you declare under Personnel Costs: A1. Employees and/or A2. Consultants and/or A3. Seconded persons?

Answer:

By far the majority of costs incurred and reported fall into category A1. “Employees or Equivalent”.

In the past c.5 years there have been maybe two individual instances of A2. “Natural Person with a Direct Contract other than an Employment Contract”, however these are expected to continue to be isolated and infrequent instances.

We have not, nor do we currently foresee, instances of costs declared under category A3. “Seconded Persons”.

2 Ref: C2_RFP_420

Question:

Which national law(s) cover the costs of the A1. Employees (and A3 if applicable): only UK, Italy and Germany or are there also project employees subject to the taxation and/or social security of other countries?

Answer:

We would like to reiterate that ECMWF is an intergovernmental organisation, established and governed by its Convention and the Protocol on the Privileges and Immunities. A1. Employees represent ECMWF Staff Members under the meaning of the ECMWF Staff Regulations. Hence, the costs of the ECMWF Staff Members are subject to these Staff Regulations and any other policies and rules of ECMWF to this effect and not any national laws.

ECMWF has not used A3. Seconded Persons in Horizon Europe projects and does not intend to do so.

3 Ref: C3_RFP_420

Question:

Which method is followed to calculate the personnel costs (per reporting period or per year)?

Answer:

Personnel costs are calculated per reporting period for each person who worked in the action.

4 Ref: C4_RFP_420

Question:

Are persons working in general on one HE project or on multiple HE projects within the same year?

Answer:

We have a combination of staff working primarily / exclusively on one HE project, as well as a number of staff who work across other HE & non HE activities simultaneously. Each project will vary in terms of how many of either working arrangement arises.

5 Ref: C5_RFP_420

Question:

Is VAT not recoverable for ECMWF and charged as part of the project costs?

Answer:

In principle, as per Article 4.2 of the Protocol to the Convention, the ECMWF Member States shall take appropriate measures to remit or reimburse the amount of the identifiable indirect duties and taxes that may have been levied on purchases for ECMWF official purposes. So, in principle, VAT will either not be charged or will be recoverable (based upon location of supply and provisions, the type of VAT-able deliveries, as well as the provisions of the hosting agreements between ECMWF and the UK / Germany/ Italy). In such instances VAT is not charged as part of the project costs. However, where ECMWF is not able to have a VAT relief or to recover the VAT paid, then yes, this would be charged as part of the project costs.

6 Ref: C6_RFP_420

Question:

What is the legal status of the sites in Italy and Germany?

Answer:

ECMWF is headquartered in the UK with Duty Stations in Germany and Italy, operating as one legal entity (intergovernmental organisation), and under one Participant Identification Code for European Commission Activities. For more information on the hosting of these two duty stations in Italy and Germany, let us refer you to the Hosting Agreement with the Italian Republic and the Supplementary Agreement with the Italian Republic and Regione Emilia-Romagna, and respectively to the Hosting Agreement with the Federal Republic of Germany.

7 Ref: C7_RFP_420

Question:

Is there one legal entity (the intergovernmental organisation in the UK) that incurs costs or are there also other legal entities linked to ECMWF that incur project costs?

Answer:

There is only one legal entity (ECMWF, Headquartered in the UK with Duty Stations in Germany and Italy) that incurs project costs.