

REGISTRATION OF A CO-OPERATING STATE USER AT ECMWF

(Please **read** the accompanying notes **before** completing this form. Please write **clearly**.)

A)

This section is to be completed and signed by the User/Licensee

Title (Mr/Ms/Mrs/Miss/Dr/Prof): _____

Full name: _____

Nationality: _____

Organisation: _____

Address: _____

Telephone / Extension: _____

Email address¹: _____

I agree for my existing Web-ID(s) _____
(with the same email address) to be deleted².

I agree to abide by the conditions under which access to ECMWF's computing services is permitted **and** by the conditions set out in the Licence Agreement for ECMWF Archive Products (see Annex overleaf).

Date, Signature: _____

B)

This section is to be completed by the Computing Representative or Special Project Principal Investigator

User identifier (4 characters)³: _____

In addition to ECGATE and ECFS TMP services⁴, access to the services selected below is requested

High Performance Computing Facility: YES NO⁵

Project account(s)⁶: _____

Group(s)⁷: _____

MARS⁸ - access to current forecast data allowed YES NO

I confirm on behalf of the _____ (Institution or National Meteorological Service) that usage will be **in accordance with Article 2(2)(e) of the ECMWF Convention and for no other purpose**. I also confirm that, where applicable, the "[Rules governing the distribution of ECMWF real-time Products](#)" as given in the "[Guidelines for Interpretation of the rules and Standard Licence Agreement](#)" will be adhered to.

Place: _____ Date: _____

Name: _____ Signature: _____

This section is for ECMWF use only

Checked by User Support, signed: _____ Date: _____

Authorised on behalf of ECMWF, signed: _____ Date: _____

NOTES

Complete **section A** of the form. **Ensure that your Computing Representative or Special Project Principal Investigator has completed section B.** See note 7 for situations where **Computing Representatives must** countersign the form.

Please submit a scan of the completed form through the ECMWF Support Portal at

<https://jira.ecmwf.int/plugins/servlet/desk/portal/4/create/179>

(a www.ecmwf.int login is required)

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- ¹ Email: Any email generated at ECMWF will be automatically forwarded to your email address. If you prefer a different arrangement, please specify.
 - ² Emails in the ECMWF user data base need to be unique. Therefore, if the email address given above has already been used with existing Web-IDs, please specify and give your consent for deletion.
 - ³ The Computing Representative or Special Project Principal Investigator should indicate their preferred 4-character user identifier, where the first two characters are already pre-defined according to the Member State. If a particular user identifier is not available, ECMWF will choose an alternative.
 - ⁴ All users will automatically be registered for the security token protected computing services on ECGATE, and for use of the Data Handling System (ECFS).
 - ⁵ The underlined choice (e.g. NO for HPCF) indicates the default if no specific choice is made.
 - ⁶ Project account(s): This will normally be assigned by the Computing Representative or Special Project Principal Investigator.
 - ⁷ Group(s): By default all Member State users will be assigned to a Unix group associated with their country of registration, e.g. group “be” for all users registered in Belgium. In some Member States other Unix groups might be assigned to users outside the national meteorological service.

Please **specify** any changes required to the above default assignments.

- ⁸ If no specific request is made, the default will be **no access** to currently valid forecast or analysis data.
Note that if a user on a Special Project account requests access to currently valid data, then this form **must be countersigned by the relevant Computing Representative.**

ANNEX

This annex should be **detached for reference** and **retained** by the **user**. It should **not** be returned with the form.

Conditions of access to the ECMWF computing services

In accessing or using ECMWF computing services **users agree** that they will use their access solely in accordance with Article 2(2)(e) of the ECMWF Convention:

“The objectives of the Centre shall be: ...

e) to make available to the Member States for their research, priority being given to the field of numerical weather forecasting, a sufficient proportion of its computing capacity, such proportion being determined by the Council;”

Passwords and smart cards protect the Centre's computer systems against unauthorized access.

In accessing or using ECMWF computing services **users agree** that they will use their access in accordance with the Centre's [Password Management Policy for Web Users](#) and to follow the below best practices:

- Smart cards are personal access tokens and, like user identifiers, are issued to users for their sole use.
- The underlying authentication process is based on the physical possession of these cards; hence smart cards must be kept securely (similar to credit cards).
- Login passwords and the PINs of smart cards must be kept confidential and must not be disclosed to other persons

All users shall:

- employ non-trivial passwords and PINs;
- safeguard smart cards issued to them against physical access by other persons;
- change passwords or PINs whenever there is any indication that the passwords or PINs have been compromised and inform Service Desk at ECMWF accordingly,
- report lost or stolen smart cards without delay. Member State users should report lost or stolen cards to the Service Desk at ECMWF.
- use their access only for the purpose for which access to the ECMWF computing services has been granted;
- return any token they might have been given to the appropriate Member or Co-operating State Computing Representative when access to the token-protected computing services at ECMWF is no longer required.

In addition to above agreement users **understand** that their token will be enabled only when the token declaration has been signed and returned to the appropriate [Member or Co-operating State Computing Representative](#) or to the Service Desk at ECMWF. Any token received remains the property of ECMWF and may be revoked at any time.

In signing section A), the user agrees to abide by the conditions given in the Licence Agreement overleaf, which applies to the ECMWF Archive Catalogue

<https://apps.ecmwf.int/archive-catalogue/>

Access to and use of data and products not in the ECMWF Archive Catalogue may be subject to additional/different terms and conditions. Please check with ECMWF before accessing such data and products.

Terms of Use

- ECMWF retains all Intellectual Property Rights and copyright over its data.
- ECMWF must be acknowledged (attributed) as the source.
- ECMWF does not accept any liability whatsoever for any error or omission in the data, their availability, or for any loss or damage arising from their use.
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- ECMWF shall not be liable should ECMWF discontinue the provision of its data products at any time.
- ECMWF shall have no liability in contract, tort or otherwise arising out of or in connection with these Terms of Use.
- Users must remove attribution if requested by ECMWF.
- These Terms of Use shall be governed by and construed in accordance with the laws of England and Wales.
- The parties shall attempt to settle any dispute between them in relation these Terms of Use and any data licensed under these Terms of Use in an amicable manner. If the dispute cannot be so settled, it shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or three arbitrators appointed in accordance with the said rules; sitting in London, England. The proceedings shall be in the English language. In accordance with Sections 45 and 69 of the Arbitration Act 1996, the right of appeal by either party to the English courts on a question of law arising in the course of any arbitral proceedings or out of an award made in any arbitral proceedings is hereby agreed to be excluded.
- Nothing in these Terms of Use shall be construed as a waiver of any of the privileges and immunities conferred upon ECMWF by its Member States through its Convention and Protocol on Privileges and Immunities.
- Access to the data products and services may be unavailable, delayed or interrupted. ECMWF will make reasonable efforts to restore the access following the report of a problem, but ECMWF will not be liable for, any unavailability, delay or interruption in access.

Licence for ECMWF Archive Products

Archive products are published under a Creative Commons Attribution 4.0 International (CC BY 4.0). To view a copy of this licence, visit <https://creativecommons.org/licenses/by/4.0/ 2.1>

Summary

You are free to:

- Share — copy and redistribute the material in any medium or format
- Adapt — remix, transform, and build upon the material for any purpose, even commercially.

You must give appropriate credit (attribution) to ECMWF as outlined below, provide a link to the licence, and indicate if changes were made.

- No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the licence permits.

If this agreement is attached to a Sales Order, the Licensee is subject to the following additional conditions:

1. The Licensee shall pay the Fees and handling charges set out in the Sales Order within 30 days from the date of the relevant invoice.
2. The Licensor shall invoice in the currency specified in the Sales Order. Unless otherwise agreed, the Licensee shall pay in the currency of the invoice. If the Licensee elects to pay in a different currency (which must be convertible) than GBP, The Licensor reserves the right to levy a surcharge of 5% to cover the risk of any fluctuation in the exchange rate between the dates of invoice and payment.
3. ECMWF is an international organisation established by Convention with a Protocol on Privileges and Immunities and as such is not required to be registered for VAT purposes. ECMWF does not have a VAT No. so VAT will not be applied to its invoices.
4. The Licensee is granted Direct Access to the Archive Products for the Direct Access period indicated in the Sales Order.
5. The Licensee undertakes to use identifiers, passwords and any other security information or device received from ECMWF for the sole purposes for which access to the ECMWF systems has been granted and not to make them available to third parties under any circumstances. The Licensee shall use them in accordance with Annex A.3 of ECMWF's Computer Security Policy, as laid down in ECMWF Computer Bulletin B0.2/3 or any updated or replacement document. A copy of the Centre's Computer Security Policy will be provided by the Licensor upon the Licensee's request.