REGISTRATION OF A MEMBER STATE USER AT ECMWF

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

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

**A)**

**Title** (Mr/Ms/Mrs/Miss/Dr/Prof): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nationality**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organisation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone / Extension**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address**[[1]](#endnote-2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I agree for my existing Web-ID(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(with the same email address) to be deleted**[[2]](#endnote-3).

**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]](#endnote-4):

In addition to ECGATE and ECFS services[[4]](#endnote-5), access to the services selected below is requested

**High Performance Computing Facility**: YES  NO[[5]](#endnote-6)

**Project account(s)**[[6]](#endnote-7): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group(s)**[[7]](#endnote-8): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MARS**[[8]](#endnote-9) - 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](https://www.ecmwf.int/sites/default/files/Rules_real_time_products.pdf)” as given in the “[Guidelines for Interpretation of the rules and Standard Licence Agreement](https://www.ecmwf.int/en/forecasts/access-forecasts/licences-available/guidelines-interpretation-rules-and-standard)” 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)

1. Email: Any email generated at ECMWF will be automatically forwarded to your email address. If you prefer a different arrangement, please specify. [↑](#endnote-ref-2)
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. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
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). [↑](#endnote-ref-5)
5. The underlined choice (e.g. NO for HPCF) indicates the default if no specific choice is made. [↑](#endnote-ref-6)
6. Project account(s): This will normally be assigned by the Computing Representative or Special Project Principal Investigator. [↑](#endnote-ref-7)
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. [↑](#endnote-ref-8)
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](https://www.ecmwf.int/sites/default/files/medialibrary/2021-11/ECMWF-InfoSec-A05-04-PO_-_Password_Management_Policy_for_Web_Users.V1.Final_.pdf) 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](https://www.ecmwf.int/en/about/contact-us/computing-representatives) 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.

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   Summary

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   . [↑](#endnote-ref-9)