

# REGISTRATION OF A MEMBER STATE USER AT ECMWF

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

A)

*This section is to be completed by the User*

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

**Full name of user:** \_\_\_\_\_

**Nationality of user:** \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

**E-mail address**<sup>1</sup>: \_\_\_\_\_

I **agree** to the conditions under which access to ECMWF's computer system is permitted<sup>2</sup> (see note overleaf)

**User's signature**<sup>2</sup>: \_\_\_\_\_

B)

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

**User identifier** (4 characters)<sup>3</sup>:

In addition to ECGATE and ECFS services<sup>4</sup>, access to the services selected below is requested

**High Performance Computing Facility:** YES  NO<sup>5</sup>

**Project account(s)**<sup>6</sup>: \_\_\_\_\_

**Group(s)**<sup>7</sup>: \_\_\_\_\_

**MARS**<sup>8</sup> - 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 (f) of the ECMWF Convention and for no other purpose**. I also confirm that, where applicable, the "Rules governing the distribution and dissemination of ECMWF real-time Products" as given in the "Guide to the Catalogue of ECMWF Products" 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: \_\_\_\_\_

## Conditions of access to the ECMWF computer systems

In signing at A), the user **agrees** that:

- he/she will use the user identifier and the SecurID smart card for his/her own personal use and will not make it available to another person **under any circumstances**;
- he/she will use it solely **in accordance with Article 2 (f) of the ECMWF Convention**, which states

*"The objectives of the Centre shall be:*

*(f) to make available to the meteorological offices of 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;"*

- he/she will use it in accordance with Annex A.3 of the Centre's Computer Security Policy, as laid down in ECMWF Computer Bulletin B0.2/3 which, in particular, states

*"Annex 3 Passwords and smart cards*

- *Passwords and smart cards protect the Centre's computer systems against unauthorised access. 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.*
- *Login passwords and the PIN numbers 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 PIN numbers whenever there is any indication that the passwords or PIN numbers have been compromised;*
  - *report lost or stolen smart cards without delay. Member State users should report lost or stolen cards to (...) the Call Desk at ECMWF."*

The cards are property of the Centre and of some value until expiry. When no longer needed they should be returned to the Member State Computing Representative.

## NOTES

These notes should be **detached for reference** when completing the form and **retained** by the **user**. They should **NOT** be returned with the form.

Complete **part A** of the form.

**Ensure that your Member State Computing Representative or Special Project Principal Investigator has completed part B.** See note 8 for situations where Member State Computing Representatives **must** countersign the form. Then post or fax the form to:

User Support  
ECMWF  
Shinfield Park  
Reading RG2 9AX  
UK

Fax: +44 118 986 9450

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<sup>1</sup> Electronic Mail

Any email generated at ECMWF will be automatically forwarded to your email address. If you prefer a different arrangement, please specify.

<sup>2</sup> In signing, the user **agrees** that:

- he/she will use the user identifier and the SecurID smart card for his/her own personal use and will not make it available to another person **under any circumstances**;
- he/she will use it solely **in accordance with Article 2 (f) of the ECMWF Convention**, which, in particular, states

*"The objectives of the Centre shall be:*

*(f) to make available to the meteorological offices of 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;"*

- he/she will use it in accordance with Annex A.3 of the Centre's Computer Security Policy, as laid down in ECMWF Computer Bulletin B0.2/3 which states

*"Annex 3 Passwords and smart cards*

*- Passwords and smart cards protect the Centre's computer systems against unauthorised access. 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 PIN numbers 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 PIN numbers whenever there is any indication that the passwords or PIN numbers have been compromised;*

- *report lost or stolen smart cards without delay. Member State users should report lost or stolen cards to (...) the Call Desk at ECMWF."*

The cards are property of the Centre and of some value until expiry. When no longer needed they should be returned to the Member State Computing Representative.

<sup>3</sup> The Member State Computing Representative or Special Project Principal Investigator should assign the 4 character user identifier. If the first **two** characters of the identifier are new, then a **Section Identifier Registration** form needs to be completed. These forms are available from User Support.

<sup>4</sup> All users will automatically be registered for the SecurID card protected computing services on ECGATE, and for use of the Data Handling System (ECFS).

<sup>5</sup> The underlined choice (e.g. NO for HPCF) indicates the default if no specific choice is made.

<sup>6</sup> Project account: this will normally be assigned by the Member State Computing Representative or Special Project Principal Investigator.

<sup>7</sup> Group(s): by default Member State users will be assigned to their Member State group e.g. group "be" for Belgian Member State users.

Special Project users will be assigned to a group whose name is the same as the Special Project account e.g. users on Special Project account SPBEPROJ will be assigned to the group "spbeproj".

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

<sup>8</sup> 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 Member State Computing Representative**.