



ECMWF - Data Services

Ordering instructions and forms

This document includes the following:

1. The "*Instructions for ordering*"
2. The "*Instructions for costing*"
3. The "*Standard Reference Information*" form
4. The "*ECMWF Data Services Order Conditions*" form
5. The "*ECMWF Data Services Order Conditions for Research*" form
6. The "*ECMWF data payments rules*" & example of "*Purchase Order*" form
7. The "*Conditions attached to the free and unrestricted access to ECMWF products for research*"

INSTRUCTIONS FOR ORDERING

If you wish to make an order from ECMWF Data Archive please follow the instructions below:

1. Fill in the “*standard reference information*” form.
2. Fill in and sign one of the following forms:
 - if the data is required for **non-research work** the “*ECMWF Data Services Order Conditions*” form.
 - if the data is required for **research work** the “*ECMWF Data Services Order Conditions for Research*” form
3. Fill in the *order forms* of the data sets you are interested in.
4. Read the “*ECMWF payment rules!*” You may wish to use the example “*Purchase Order*” form

Return all the forms back to us :

Data Services
E C M W F
Shinfield Park
Reading
RG2 9AX
UNITED KINGDOM

or should be sent by FAX to : +44-118- 986 9450
or by e-mail to: Data.Services@ecmwf.int

INSTRUCTIONS FOR COSTING

If you wish to have an estimation of the costs of the Data Sets that interest you please follow the instructions below:

1. Fill in the “*standard reference information*” form.
2. Fill in the *order forms* of the data sets you are interested in.
3. Return all the forms completed back to us, by Post or FAX or e-mail.

Requests for Data costings should be addressed to:

Data Services
E C M W F
Shinfield Park
Reading
RG2 9AX
UNITED KINGDOM

or should be sent by FAX to : +44-118- 986 9450
or by e-mail to: Data.Services@ecmwf.int

STANDARD REFERENCE INFORMATION

This order form may be used to obtain an initial costing for an order. A signed copy of the ECMWF conditions must be submitted when the order is confirmed and the costs accepted.

Name: _____

Organisation: _____

Address: _____

Telephone Number: _____

Facsimile Number: _____

Email Address: _____

VAT ID Number
(if applicable) _____

Please indicate which category given below nearest describes the organisation, and the users, which will use the data and give further information where appropriate:

Member State National Meteorological Service

Non-Member State National Meteorological Service.

Governmental body or institute active or with interests in the meteorological field.

Other non-profit seeking organisation; please state main source of funds below.*

Commercial

International organisation; please state main agency below

* Specify main source of funds or main agency as appropriate:

A sample GRIB decoding package will be provided. This software is written in Fortran 77, but also includes routines written in ANSI C. Could you complete the details below to aid ECMWF in determining which version of this software to provide.

ECMWF can only test software on systems which are in use at ECMWF and cannot guarantee that the software will work on other systems or on any system release except that used for testing.

Computer manufacturer/model _____

Operating system _____

OUTPUT FORMAT: All data will be supplied in FM 92 GRIB. Data on DAT or EXABYTE will normally be written using UNIX "tar" format.

MEDIA: 8mm EXABYTE Cartridge - 8500 format
(select one option) 4mm DAT Cartridge
CD

Support for 8200 format 8mm EXABYTE Cartridge has been discontinued. However, data can be supplied on CD.

ECMWF Data Services Order Conditions

One copy of this form should be returned with each order to signify acceptance of the conditions.

Data and decoding software are supplied by ECMWF subject to the following conditions:

1. Although every care has been taken in preparing and testing the data and software, ECMWF cannot guarantee that the data are correct in all circumstances, or that the software will work correctly in all circumstances; neither does ECMWF accept any liability whatsoever for any error or omission in the data or software, or for any loss or damage arising from its use.
2. The supplied data will not be supplied in whole or in part to any third party without the authorisation of ECMWF.
3. Access to the data and software is restricted to use within the organisation of the data recipient.
4. Articles, papers, or written scientific works of any form, based in whole or in part on data supplied by ECMWF, will contain an acknowledgement concerning the supplied data.
5. The proprietary rights and copyright of the software remain with ECMWF. The software supplied is intended solely for use with ECMWF data and must not be used for any other purpose. It must not be transferred to a third party.
6. The recipient of the data and software will accept responsibility for informing all data users of these conditions.

On behalf of _____ (name of organisation) I agree to the above conditions

Signed: _____ Name: _____

Position _____ Date: _____

Payment is preferred in pounds sterling. Quotes and invoices can be produced in pounds sterling, US dollars or Euros. Please indicate below in which currency you would like to pay.

Pounds sterling ___ US dollars ___ Euros ___

The invoice will normally be sent under separate cover after the data has been despatched.

Value Added Tax (VAT)

ECMWF is an international organisation and as such is not required to be identified for VAT purposes and therefore, does not have a VAT No. Consequently VAT will not be applied to invoices issued by ECMWF. Instead the following text will appear on all invoices issued by ECMWF

ECMWF Data Services Order Conditions for Research

One copy of this form should be returned with each order to signify acceptance of the conditions.

Data and decoding software are supplied by ECMWF subject to the following conditions:

1. The conditions in the attached document "Conditions attached to the free and unrestricted access to ECMWF Meteorological Data and Products by Research and Education" apply to the provision of data by ECMWF for research and educational use.
2. Although every care has been taken in preparing and testing the data and software, ECMWF cannot guarantee that the data are correct in all circumstances, or that the software will work correctly in all circumstances; neither does ECMWF accept any liability whatsoever for any error or omission in the data or software, or for any loss or damage arising from its use.
3. The proprietary rights and copyright of the software remain with ECMWF. The software supplied is intended solely for use with ECMWF data and must not be used for any other purpose. It must not be transferred to a third party.
4. The recipient of the data and software will accept responsibility for informing all data users of these conditions.

On behalf of _____ (name of organisation) I agree to the above conditions and to the attached rules.

Signed: _____ Name: _____

Position _____ Date: _____

Payment is preferred in pounds sterling. Quotes and invoices can be produced in pounds sterling, US dollars, Euros, Yen or any other convertible currency. Please indicate below in which currency you would like to pay.

Pounds sterling _____ Other (please specify) _____

The invoice will normally be sent under separate cover after the data has been despatched.

Value Added Tax (VAT)

ECMWF is an international organisation and as such is not required to be identified for VAT purposes and therefore, does not have a VAT No. Consequently VAT will not be applied to invoices issued by ECMWF. Instead the following text will appear on all invoices issued by ECMWF

Exempt from VAT on the basis of Article No 15 (10) of the Sixth Council Directive 77/388/EEC amended by Council Directive 92/111/EEC.

Name and Description of the research project (see para 5 of the attached document).

Exempt from VAT on the basis of Article No 15 (10) of the Sixth Council Directive 77/388/EEC amended by Council Directive 92/111/EEC.

Payment Rules for ECMWF Data

1. For all orders of 500.00 GBP or less:

ECMWF expects the charges to be paid before the data is delivered; the prepayment may be made by cheque, bank transfer or credit card quoting your request's reference number.

Cheques must be made payable to "ECMWF".

The details required for bank transfer are:

- Barclays Bank PLC, High Street, Bracknell, Berks, RG12 1DR, UK,
- Bank Code: 20-11-74
- Account Number: 70374180
- Swiftcode: BARCGB22
- IBAN Code: GB83.BARC.2011.7470.3741.80
- CHAPS Euro BIC: BARCGB210BU

ECMWF accepts the following credit cards:

- MasterCard,
- Visa,
- JCB,
- Delta,
- Switch.

If you wish to pay by credit/debit card, please send a copy of this document by fax or letter completed with the following information:

Card No _____

Card Expiry Date _____ **Issue No** _____

Signature _____

2. For orders greater than 500.00 GBP:

Prepayment may be made as above; alternatively, the data will only be supplied following the submission to ECMWF of a formal Purchase Order that:

- Accepts in total the costs quoted by ECMWF for the supply of the data.
- Acknowledges that payment to ECMWF is due within 30 days of receipt of the relevant invoice from ECMWF.
- Is signed by an authorized official of the purchasing organization.

For your convenience you may wish to use the attached example "Purchase Order" form.

PURCHASE ORDER

ECMWF Ref: DS -

As an authorised official of _____ I hereby certify the following:

1. The ordering from ECMWF of the services below
2. The acceptance of the prices quoted below.
3. The payment to ECMWF of the total amount will take place within 30 days of receipt of the relevant invoice from ECMWF.

Ordering Services

Descriptions:	Amounts:

Total:

Authorised official's details

Name:	Signature:
Position:	Date:

Conditions attached to the free and unrestricted access to ECMWF meteorological data and products by research and education

BACKGROUND

Resolution 40, was adopted unanimously by the 12th Congress of the World Meteorological Organisation (WMO). This resolution foresees, as far as the international exchange of meteorological data and products are concerned, that "members should provide to the research and education communities, for their non-commercial activities, free and unrestricted access to all data and products exchanged under the auspices of WMO", free and unrestricted meaning «non-discriminatory and without charge, ..., at no more than the cost of reproduction and delivery».

At its 51st session, 02/12/99, the ECMWF Council decided to comply with and adheres without reservation to this practice, for the benefit of research and educational applications. In doing so it has built upon its current policy in realising the potential benefits of providing access to good quality meteorological data to allow those involved in climate and environmental research to bring added benefit to the wider community; and its also incorporates the provision of information for educational use. Under this heading, research and education activities are exempted from contributing to the basic infrastructure, contrary to those which make profits or economies from the use of these same data and products.

POLICY

ECMWF will provide (directly or through licenced agents) free and unrestricted access to meteorological data and products for educational and research purposes, provided the attached conditions are met.

This free access only applies to data and products. It does not apply to marginal costs: research and educational projects must pay for the direct costs generated by their requirements.

These supplies only concern data and products that belong to ECMWF, or those in stock and for which the owner has explicitly given permission for the application of the same conditions. This is the case in particular for data and products exchanged under the auspices of WMO, and classified as «essential» or «additional». These conditions do not apply when the common rule is more favourable (case of «essential» data and products for example), or when specific rules are adopted (case of special observing periods of international research experiments for example).

Where ECMWF accepts that the research will be directly beneficial to its own requirements, it may decide to waive some or all of the direct provision costs.

DEFINITIONS

Free and unrestricted: means non-discriminatory and without charge, ..., and no more than the cost of reproduction and delivery (from WMO Resolution 40). Reproduction and delivery includes all direct costs generated by their requirements; including the cost of distribution media, transmission, documentation and direct labour costs of servicing the request.

Official Duty: all activities resulting from legal, governmental or intergovernmental requirements relating to defence, civil aviation and the safety of life and property.

Research: any project organised by a university, a scientific institute or similar (private or institutional), for non-commercial research purposes only. A necessary condition for the recognition of non-commercial purposes is that all the results obtained are openly available at delivery costs only, without any delay linked to commercial objectives, and that the research itself is submitted for open publication.

Education: any use of data and products, by a school, university, scientific institute or similar (private or institutional), solely for educational purposes, without transmission or re-distribution of

these data and products to any further third party, nor use of them to generate a meteorological value-added service.

CONDITIONS

1. The definitions of research and educational use must be met.
2. Note that open publication of a study is in itself not a sufficient condition, thus for example the following are not regarded as qualifying research or educational projects;
 - studies carried out and published to meet a legal requirement (e.g. site study);
 - studies carried out which give an economic advantage for a particular user or group of users. In these cases a specific agreement must be negotiated between ECMWF and the beneficiary.
3. Note that an activity is considered as being commercial and therefore cannot benefit from these conditions: if it involves any development which will subsequently be the object of, or will contribute to a sale, a licence or a right of use (software, publication, ...), the deposit of a patent, the realisation of tools or teaching material being for sale or contributing to a sale. In these cases a specific agreement must be negotiated between ECMWF and the beneficiary. If, in an unforeseen manner, research or education projects having benefited from free access, then lead to the development of software, the deposit of patents, the realisation of tools or teaching materials which may then be used for commercial purposes, the beneficiary agrees:
 - to grant to ECMWF all free licences for the use of these software or patents in the framework of its Official Duty. Thus the beneficiary accepts the reciprocity of its own policy in favour of ECMWF;
 - not to authorise such commercial use before having passed a specific agreement with ECMWF. Should such an agreement prove impossible, the beneficiary must refund to ECMWF the actual estimated value of the original data and/or products (cf. paragraph 6).
4. The intellectual property rights on data and products are retained by ECMWF. The supply for research or education purposes will not grant or will not have as a consequence the transfer or surrender of such ownership or intellectual property rights.
5. The use to be made of the data and/or products provided must be stated precisely. All persons associated with the project must be made aware of the conditions attached. No person associated with the project shall, save with the written permission of ECMWF, transfer to a third party any data of the supply, or use for any other purpose.
6. Data and products supplied under the present conditions may be accompanied by an estimation of their value, based upon what would have been invoiced for the same request to an end user. this estimate is recognised by the beneficiary as a contribution by ECMWF to the project. It gives ECMWF the same rights as those granted to other contributors for an equivalent amount.
7. The beneficiary accepts responsibility for all conditions attached and shall indemnify ECMWF for any loss it suffers due to non-compliance of these conditions. ECMWF reserves the right to ask for the destruction or the restitution of data or products supplied at the end of the research programme or educational activity.
8. The beneficiary agrees to make acknowledgement of the origin of the data used in any publication arising out of the use of data. He will provide a copy of these publications, where requested, to ECMWF.

9. The non-compliance of these conditions is prejudicial not only to ECMWF but also to the research and education communities. In consequence, ECMWF reserves the right to withhold either temporarily or permanently access to these conditions, for any establishment which, voluntary or otherwise, does not respect them.

10. The present conditions form part of the legislative framework or regulations supplied in particular by:
 - Resolution 40 of the 12th Congress of the WMO (June 1995),
 - The European Database Directive (96/9/CE, 11 March 1996),
 - Approved rules of ECOMET Economic Interesting Grouping.