EUMETSAT Satellite Application Facility on

[NAME OF THE SAF]

[SAF LOGO]

Proposal for the Second Continuous Development and Operations Phase (CDOP-3)

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Submitted by:

[NAME OF THE LEADING ENTITY] [SAF]-SAF Leading Entity

Version:

Date:

# Executive Summary

## Concept for CDOP-3

Clear Vision and Objectives for the CDOP-3, highlighting any major change wrt CDOP-2

## Overall CDOP-3 logic

Description of the CDOP-2 work in its major elements, milestones and expected results/products

## Summary of Product Requirements for CDOP-3

Committed NNN SAF products for CDOP-3 (summary table)

## Prospected Status at the end of the CDOP-2

Status expected at the end of current CDOP-2, well correlated to the proposed product requirements

## Consortium structure and responsibilities

Summary NNN SAF Consortium for CDOP-3

## Summary of Costs and requested funding

# Technical Proposal

## Introduction

## Committed Products for CDOP-3

### Overall CDOP-3 product portfolio

It is highly recommended, to use as much as possible the product identifiers in the proposal text, in order to have a clear referencing.

The following table is meant as an overview table, in which several individual products (according to the atomistic approach, there can be many..) can be grouped. The detailed product definition tables (in PRT style) should be presented as Annex to the proposal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Product (Group) | Product identifier(s) | Satellite Input  | Heritage | Main characteristics |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Product Group A , B, ….. (one subsection per group)

#### Product description

Product category (NRT, offline, data record, software), Satellite input, outline of retrieval algorithm, characteristics and methods, etc.

#### User Requirements

This section should discuss the general, high level user requirements for targeted applications. For pre-existing products, this should also include a discussion on the evolution of the requirements, reconfirmation of the original requirements or proposed changes.

#### Product uniqueness

This section should shortly discuss the alternatives products and information sources, that are addressing the user requirements described in the previous section and are (or will be) available from other data providers, projects, other SAFs, EUMETSAT Secretariat, ESA, Copernicus etc.. The section should highlight the uniqueness of the proposed product.

#### Product Heritage

Mainly for R2O Transition products and new developments. Indication of the scientific basis of the proposed products (methods, algorithms, developments), ownership of algorithms, acknowledgment of previous funding, products/algorithm identity etc. Reminder: proposing products as SAF products, means, that the ownership of the product will be at EUMETSAT. If agreements with other organizations are needed to enable this mechanisms, these agreements should be mentioned here. This is in particular important for R2O Transition products.

#### Product status at the beginning of CDOP-3

##### Product maturity

Short outline of the product status in terms of development, operational status, etc. Only for pre-existing products (CDOP-2 continuation or integration of pre-existing external products into SAF context = R2O Transition)

##### Product Usage

For CDOP-2 continuation (or R2O Transition) products, this section should report on the evolution of the usage in the previous phases (based on user survey, user requests through help desk, user registration, etc).

For new products, an estimation of the future use should be given. Expressed interest from user communities or from specific users (which would be very useful to support the proposal) should be reported here. Letters of support/letters of interest could be attached to the proposal.

##### Publications in peer reviewed journals on product development and usage

This section should only report published articles in peer reviewed journals with an explicit relation to SAF products and/or activities. Only for CDOP-2 continuation and R2O Transition.

#### Product evolution

Description of the evolution of the product in CDOP-3: Description of the planned new instances of the product (how many) and the expected improvements to be made.

### Deleted Products

In case the CDOP-3 proposal will not contain products, which were committed from the previous SAF phases, this section should identify those products and also the reasons for the deletion.

Risks

General description of risks, Initial risk registry could be presented as annex

## [Validation activities]

* If deemed useful and necessary, text on validation activities can be put here, with the understanding that the product validation by default is part of the development activities.

### Product Validation

Validation of products for ORR

### Impact Validation

Validation of the usability of the products in the targeted applications

### Product Quality Assessment

Regular assessment of the quality of (pre-) operational products

## User services

### Web pages

Approach to maintenance/evolution of web-based services, with indication of who does what

### User help desk

Approach to maintenance/evolution of user services, with indication of who does what

### Workshops

Preliminary plans for workshops in CDOP-3 (all included in the costs for CDOP-3)

## System Engineering

References to the MTG and EPS-SG interaction plans as much as possible. Focus in this section on the evolution of the existing chains and new chains for other missions (e.g. JASON-CS, non EUMETSAT missions).

### Overall System Engineering Process and Deliverables overview

Modeling the NNN SAF System Engineering activities, including major reviews and deliverables. Tables to be used as necessary.

### Reuse of existing Infrastructure and needs for CDOP-3

What can be reused from previous phases, from Cooperating Entities Institutes and what is instead a specific new need for CDOP-3

### System Configuration and Services Overview

* The overview of the overall system configuration (major nodes, components, archives, dissemination interfaces, etc.), including development, validation, reprocessing and operational infrastructures.
* Provided services
* In case of cooperation with Secretariat and other SAFs, the configuration shall show how the related services are provided, in line with the adopted model for cooperation.

### Operational Configuration for CDOP-3

The detailed configuration devoted to support operations of the NNN SAF during CDOP-3

## Outreach and Training activities

Including: support to external events, brochures, scientific papers, etc ….

Interfaces/complementary with EUMETSAT Secretariat Training Plan and EUMETRAIN to be addressed.

# Management Proposal

## Proposing Consortium and Management Structure (first level cooperating entities, lower level partners/subcontractors)

Detailed description of the consortium

## Allocation of Roles and Responsibilities to Cooperating Entities

Clear identification of responsibilities of each involved party.

## Organizational Breakdown Structure (OBS)

### Steering Group

Role and activities and who will be part of it (entities), who will be represented by which partner.

### Project Management

Responsibilities and activities of the Project Management.

### Science Management

Responsibilities and activities of the Science Management, including role and Terms of Reference of any internal/external Science Experts Group and integration of science planning elements and of documents.

### Operations Management

Responsibilities and activities of the Operations Management

### Project Planning and Control

Responsibilities and activities of the Project Planning and Control (including reporting).

### Quality Assurance

Commitment to describe QA approach in the Project Plan.

### Configuration and Documentation Management

Commitment to maintain the CM and Documentation Management Plan.

Risk Management

Structure of the initial risk registry (identification, description, criticality, impact, mitigation/removal actions, responsibility, status)

## Internal Coordination Mechanisms

* Including Project Meetings, Production of deliverable documents, preparation of Steering Groups meetings and decisions, etc.;
* VS and FA proposals preparation and screening.

## Interactions with EUMETSAT Secretariat

(SAF Network Management, operations, product development, Programmes) Support to EUMETSAT SAF Network Workshops and Coordination Meetings;

Interactions with EUMETSAT Programmes.

Operational Interactions with EUMETSAT (JOP/OICD); etc

## Interactions with the other SAF, and External Entities

This section shall describe the need for having regular interactions with CAF other entities or initiatives, based on objectives of the SAF NNN for CDOP-2;

* Interactions with other SAFs;
* Interactions with external entities such as SCOPE-CM, Copernicus, ESA CCI, etc.

## Project Reviews

Review Logic and identification of relevant milestones with respect to the overall model described in section 2.5.1. Engineering Reviews, Product Reviews, OR, PMR,….

## Project Deliverable Documents

Tables presenting deliverable documents and associated milestones (to be used for SAF Agreements).

## Project Planning Elements

### Project Breakdown Structure (PBS)

* Based on the established Logic (and life-cycle model), the SAF Project is top-down; decomposed taking into account the SAF system decomposition.

### Work Breakdown Structure (WBS)

* Based on the established PBS, the work (to establish the system and provide the committed services) of the SAF Project is top-down hierarchically decomposed down to the lowest level to be controlled (Work Packages).

### Overall Schedule

Draft Master Schedule for CDOP-2 including all major work elements and milestones.

# Financial Proposal

## Cost Categories

The cost categories considered shall be identified and defined in this section:

* Man-power
* Travels
* Infrastructures
* Workshops organization
* Outreach activities
* Any other cost categories

## Cost Breakdown(CBS)

Breakdown of costs (by categories) for all WPs identified in 3.9.2 and per year.

For man-power costs, the cost per man-month (cost rates) shall be indicated by Institute (one or more as appropriate depending on categories of personnel), without cumulating in cost rates other cost categories such as travels.

## Costs Justification

This section shall provide the rationales and justifications elements supporting the cost estimates provided in the previous section.

Cost allocation to:

* Management
* Engineering
* Science
* Operations
* Quality Assurance and CM
* Others

shall be indicated in terms of overall percentage and concerned workpackages (i.e., which kind of man-power is charged in them).

## Requested funding to EUMETSAT

The requested funding (total) shall be indicated in this section, taking into account that overall funding rate only up to 75%:

Partner : Total CDOP 3 Cost EUMETSAT contribution

P1 xxx Euro xxx Euro

P2 xxx Euro xxx Euro

1. NNN SAF Product Requirements Tables for CDOP-2
2. Federated Activities
3. Any detailed information that is felt useful to support the evaluation process
4. Letters of support