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**Application form for new ACTRIS Central Facility host candidates**

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# Goal and principles

ACTRIS (*Aerosols, Clouds, and Trace gases Research Infrastructure*) was adopted to the ESFRI roadmap in 2016 and became a legal entity ACTRIS ERIC in 2023. A key component of ACTRIS are the Central Facilities, including Head Office, Data Centre and Topical Centres providing expertise and operation support for measurements of their respective fields. The Central Facility concepts were approved in 2018, hosts selected in 2019, and planned activities validated in 2019-2020 by the Interim ACTRIS Council (IAC) – the highest decision-making body in ACTRIS at that time. IAC has also approved the Central Facility budgets 2021-2025.

Any new Units or Unit hosts in the Central Facility consortia need to be approved by the ACTRIS ERIC General Assembly after an external evaluation of the need, feasibility for the tasks, and adequacy of costs of the Unit.

**The goal of this selection process is to approve a new Unit or new hosts(s) for a Unit of a Central Facility.**

The following principles are crucial to reach the above-mentioned goal:

* The host candidate(s) must provide long-term certainty, clarity, continuity and commitment to the scientific community involved in ACTRIS.
* The selection process and evaluation is transparent and directed towards reaching consensus.
* The final decision is proposed by the ACTRIS Head Office and made by the ACTRIS ERIC General Assembly.

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| --- |
| This form must be completed in English, converted into PDF-format and sent together with relevant attachments to ACTRIS Head Office (Senior officer in operations Niku Kivekäs, *niku.kivekas@actris.eu*) by **29th February 2024** at 24:00 CET. The application shall be sent by the head of the proposed Unit on behalf of all partner institutions involved in the proposal. Confirmation of receipt will be sent by e-mail to the applicant. |

The application will be evaluated by a team of four experts representing the Head Office, the related Central Facility, the related National Facilities and the User community. The application will be evaluated along three criteria: 1) **Scientific excellence and experience** on specific service provision, 2) **Feasibility**, including capacity and maturity of operation support and service provision, implementation plan, resources, and operational management and 3) demonstrated **institutional support**. Please note that this “Application form for new ACTRIS Central Facility host candidates” must be accompanied by a statement(s) of readiness of the involved institute(s).

The guidelines for page limits of each of the application sections should be followed. Minimum single-spaced, Calibri font 11 and 2 cm margins all around should be applied. If needed, additional rows in tables and / or additional tables can be created.

# General information on candidate

**The Central Facility being proposed:**

( ) Head Office

( ) Data Centre

( ) Centre for Aerosol In Situ Measurements

(X) Centre for Cloud In Situ Measurements

( ) Centre for Reactive Trace Gases In Situ Measurements

( ) Centre for Aerosol Remote Sensing

( ) Centre for Cloud Remote Sensing

( ) Centre for Reactive Trace Gases Remote Sensing

**Name and acronym of the Unit:**

|  |
| --- |
| Centre for Cloud Particle Properties (CCPar) |

**Coordinator of the Unit**

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| * Full Name of the institute * City, country * Short description of the host institute *(max 5 lines)* * Contact person (PI) and his/her contact information |

**Other participating institutions** (if applicable)

Partner 2

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| --- |
| * Institute * City, country * Short description of the host institute *(max 5 lines)* * Name of contact person (PI) and his/her contact information |

Partner 3

|  |
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| * Institute * City, country * Short description of the host institute *(max 5 lines)* * Name of contact person (PI) and his/her contact information |

# Excellence and Expertise

## Short description of the relevant Scientific / Technical / Management excellence of the host institute(s) in the specific tasks of the Unit.

(max ½ page)

Scientific and technical excellence (if you apply for a Unit at a Topical Centre).

Excellence in scientific data management (if you apply for a Unit at the Data Centre).

Excellence in implementing and managing an international organisation (if you apply for a Unit at the Head Office).

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## RI expertise

(max ½ page)

Past experience in provision of services related to the concerned CF and Unit.

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# Internal organization and management of the Central Facility

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Central Facility Unit** | **Hosting institution** | **Location (City, country)** | **Main activities** | **Estimated size when fully operational (in FTE)** |
| Centre for Cloud Particle Properties (CCPar) | *Example, please remove:*  *Finnish Meteorological Institute* | *Helsinki, Finland* | *- Example instrument calibrations*  *- Training of example users*  *- Coordination and management of the example consortium* | *3.5* |
| *More host institutions, if applicable* |  |  |  |

# Tasks of the Unit and proposed methodology

(max 1 page for each activity)

## Activity 1 - Management and Coordination

Ensure the internal management of the TC; enable coordination with other ACTRIS CFs and bodies.

Expected contribution by the Unit (pre-filled by the CF):

The overall management of the CIS is led by the CCIce Unit situated at KIT. The CIS director is responsible for the overall coordination with other Topical Centres, the Head Office and the Data Centre. The CIS director forms the CIS Management Board (CIS-MaB) together with the CIS Unit heads, who manage CCPar, CCWaC and ECCINT. The CIS-MaB meets once a month and organizes activities and work plans.

CIS Unit heads are responsible for controlling and reporting of activities, finances and KPIs and for managing their Units and respective human resources.

Main tasks of the Unit:

* Active participation in monthly CIS MaB virtual meetings.
* Organization, planning and timely reporting of Unit activities, finances and KPIs.
* CCPar community building.

Methodology for filling the tasks:

Planned FTE for full operation:

## Activity 2 - Links with Associated Communities

Facilitate collaboration with scientific communities outside ACTRIS; promote ACTRIS standards, techniques and methodologies.

Expected contribution by the Unit (pre-filled by the CF):

ACTRIS concepts and approaches need to be discussed in a broader community to benefit from external expertise. Also, achievements and key learnings from ACTRIS operation and CIS expertise need to be made available to the scientific community and ACTRIS users and stakeholders. This will be done by CIS representation in expert groups, external communities, and networks, but also by organizing dedicated networking events.

Main tasks of the Unit:

* Active participation in CIS networking events and community workshops.
* Active participation in CCPar related expert groups, external communities, and networks.
* Presentation of CCPar related posters or talks at scientific conferences or workshops.

Methodology for filling the tasks:

Planned FTE for full operation:

## Activity 3 - Training and Consultancy

Transfer the necessary expertise to the candidate National Facilities, facilitating the fulfilment of the specific technical requirements; transfer the necessary expertise to the associated National Facilities, ensuring a correct implementation of specific procedures and tools; distribute ACTRIS knowledge to stakeholders, users and private companies.

Expected contribution by the Unit (pre-filled by the CF):

To offer the best possible service to the NFs, CIS staff needs to be trained regularly according to their role. Hereby, CIS personnel will keep up-to date with technical developments and improve soft skills.

The technical know-how and skills in setting up and running CCPar instruments, data quality assurance and control and data workflow needs to be transferred to NF operators and technicians via dedicated activities, such as workshops, webinars or summer schools.

Main tasks of the Unit:

* Training of CCPar staff according to their role within ACTRIS.
* Organization of CCPar trainings to NF operators and/or technicians.
* Lecturing in yearly ACTRIS Training School.
* Consultancy to NFs and users, such as potential new observational sites.

Methodology for filling the tasks:

Planned FTE for full operation:

## Activity 4 - Measurement and Data Procedures and Tools

Develop, update and implement at the associated National Facilities the specific quality assurance criteria, guidelines and procedures for calibrating and operating the instruments and processing the observation data; develop and implement at the associated National Facilities specific tools for controlling the quality of measurements; develop, update and implement central processing of observation data, as applicable.

Expected contribution by the Unit (pre-filled by the CF):

The provision of quality-approved and comparable long-term data is one of the key outputs of ACTRIS. To achieve this goal, all instruments have to be validated and operated in a standardized way and measured data has to be quality-checked and uniquely processed. The quality assurance criteria and procedures are documented in a set of guidelines, that need to be updated regularly. Tools are set up to enable timely data quality checks.

Main tasks of the Unit:

* Description of technical requirements for NFs measuring CCPar variables.
* Provision of measurement guidelines and templates for NF standard operation procedures.
* Implementation of instrument calibration/validation procedures and workflow.
* Implementation of data workflow and QA tools for CCPar variables.

Methodology for filling the tasks:

Planned FTE for full operation:

## Activity 5 - Measurement and Data Quality Monitoring

Monitor and support the quality control of the instruments, measurements and data; monitor and support the uncertainty estimates of the measurements and data.

Expected contribution by the Unit (pre-filled by the CF):

The performance of NF instruments needs to be ensured regularly, e.g. by organization of validation and inter-comparison campaigns or by individual calibration. Site audits of the NFs will help to identify and elucidate possible issues like wrong instrument setup or missing standard operation procedures. The data quality needs to be monitored following defined procedures and in the context of the ACTRIS data management plan. CCPar instruments and facilities need to be maintained and updated regularly to offer these services.

Main tasks of the Unit:

* Implementation of data quality evaluation procedures and tools.
* Regular validation/calibration of NF instruments.
* Participation in QC audits at the NFs.
* Regular NF data quality monitoring.

Methodology for filling the tasks:

Planned FTE for full operation:

## Activity 6 - NF Labelling and Evaluation

Contribute to the selection of the candidate National Facilities; regularly evaluate the performances of the associated National Facilities.

Expected contribution by the Unit (pre-filled by the CF):

This activity covers all tasks of a Central Facility to facilitate NF labelling, as described in the ACTRIS PPP document D5.4 “Details of the ACTRIS National Facility labelling process”. Here, the CF are asked to develop guidelines, milestones and performance checks for the setup of their dedicated NFs. NFs will be supported and advised during implementation and pre-operation.

CIS will also be responsible for the formal evaluation of the NF application, the reporting of milestones and NF readiness and the labeling verification through audits. Every five years, the technical performance of the labelled NFs has to be re-evaluated by CIS. CCPar is expected to equally participate in these activities.

Main tasks of the Unit:

* Implementation of CCPar aspects into CIS labelling guidelines and NF performance checks.
* Support of NFs implementing CCPar instruments.
* Active participation in labelling and re-evaluation of CIS NFs and respective documentation and reporting.

Methodology for filling the tasks:

Planned FTE for full operation:

## Activity 7 - New Scientific and Technological Developments

Ensure the progress of science and technology in the field of the topical centre; preserve the state-of-the-art of ACTRIS in the field of the topical centre.

Expected contribution by the Unit (pre-filled by the CF):

To ensure long-term quality of data, ACTRIS needs to follow technical improvements and new measurement methods. These have to be tested, assessed and, if deemed advisable, implemented into guidelines and procedures. ACTRIS community can be involved via coordinated demonstrations or studies.

Main tasks of the Unit:

* Evaluation of new methods and technologies and respective update of CCPar guidelines.
* Dissemination of CCPar related technological and scientific developments.

Methodology for filling the tasks:

Planned FTE for full operation:

# Implementation schedule

(max 1 page)

In this section, the candidates are asked to describe how and when the Central Facility Unit will be implemented. Please also provide a schedule for implementing the different tasks.

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# Resources to be committed during the implementation phase and early operation phase of the Unit

## Foreseen overall costs for implementation and early operation phase

Foreseen overall costs for the implementation phase (2024-2027) and foreseen annual costs for the early operation phase (2028-2032) (in Euros).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year  Cost  category | 2024 | 2025 | 2026 | 2027 | 2028-2032  (annual average) |
| Personnel\* |  |  |  |  |  |
| Equipment\*\* |  |  |  |  |  |
| Operations\*\*\* |  |  |  |  |  |
| Total costs |  |  |  |  |  |

*\* Costs for personnel (gross salaries, social contributions, and other related staff costs).*

*\*\* Instrument purchases, replacement and major upgrade. ACTRIS usage factor needs to be accounted for; as an example, instrument costs 100 000EUR and 50% of its usage will be for ACTRIS purposes, hence for the above table the equipment cost is 50 000€.*

*\*\*\* Includes building and construction costs (e.g. space rental and building maintenance), consumables, travel of personnel, external services (bookkeeping/accounting services, IT services, legal services, etc.), utilities (e.g. water, gas, electricity), and other costs (meeting arrangements, needed office/laboratory supplies etc.)*

## Financial resources to be committed for the Unit

During implementation phase of the Unit (2020-2024), the sum of secured funds and unsecured funds should equal the total implementation costs. Here, secured funds refer to funding which is already confirmed by contracts and / or agreed by the RPOs (Research Performing Organizations), e.g., in terms of in-kind contribution (personnel). The cost numbers here should match with the numbers provided in the table of section 10.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Funding | | | |
| Cost type | Cost , € | From host RPO(s) | Expected from ACTRIS ERIC (30% of operation costs)\* | Other funding sources |
| Implementation in 2024-2027 (total), € |  |  | n.a. |  |
| Operational activities in 2024-2027 (total) |  |  |  |  |
| Operational activities in 2028-2032 (annual) |  |  |  |  |

*\*30% of operating costs can be expected to be covered by ACTRIS ERIC. However, this amount may not exceed the budgeted membership contribution provided in the CIS financial plan.*

## If needed, additional information on the costs / funds can be provided briefly below

(max 10 lines).

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# Statements of readiness from the organization(s) part of the Unit in concern

The provided statement(s) from the host institution(s) should be listed below and attached as separate documents. The statements should give information about i) the Partner’s ambition to participate and to provide the services, and ii) information about the Partner’s willingness to provide the resources or, if already known, the readiness to provide the required resources during the implementation phase (2024-2027) and during the early operation phase (2028-2032). The template for the statement of readiness is provided as annex.

Countries that are members or observers in ACTRIS ERIC General Assembly have the choice to provide a statement if they see need for this. This is not obligatory. No specific template is provided for this purpose.

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| * + Statement of Coordinating partner   + Statement Partner 2   + Statement Partner 3   + …   + Statement Country 1   + … |

# Additional information

(max ½ page)

Please indicate any other relevant information that may help for the evaluation of the application.

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|  |

# Signature of the Coordinator of the application

<INSERT NAME HERE>

< INSERT PLACE HERE>, DD/MM/YYYY

<PLEASE SIGN HERE>