

CALL FOR PROPOSALS

EUSPA/GRANT/04/2022

CORRIGENDUM (SECTIONS 3, 17.3 AND 19)

Emergency Warning Satellite Service - Galileo Devices

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1. CONTEXT

1.1. Overview

The present Call for Proposal with its annexes provides the Applicants with the terms and conditions to be respected in order to submit a proposal and participate to the grant procedure.

NOTA BENE: Interested parties are invited to read carefully everything below in order to ensure that applications are complete and compliant with the call for proposal's terms and conditions when submitted.

1.2. Introduction

The mission of the European Union Agency for the Space Programme (EUSPA) is defined by the EU Space Programme Regulation¹. EUSPA's mission is, *inter alia*, to be the user-oriented operational Agency of the EU Space Programme, contributing to sustainable growth, security and safety of the European Union.

Galileo, one of the components of the EU Space Programme, is a global navigation system. It is a system under civilian control, intended to provide robust navigation services to users. With the Declaration of Galileo Initial Services in 2016, Galileo officially moved to the operational service provision. The Galileo constellation is being gradually increased since then and is close to full operational capability. As of today, Galileo users experience a significant improvement in terms of signal availability, especially in harsh environments, as in urban canyons, where chances to receive signals from GNSS satellites are limited due to the restricted visibility of the sky. Galileo provides precise, reliable and robust Open Service (OS), enabling other desirable properties such as better resistance against multipath.

From 2024, Galileo, the European GNSS, will provide a **contribution to early warning systems** through a new service called "Galileo Emergency Warning Satellite Service" (EWSS). This satellite service, free of charge to users, will broadcast **warning messages to population threatened by natural disasters or other emergencies in affected areas**. Galileo enabled receivers implemented in various devices could receive, decode, and display these messages. Examples of devices include specialised equipment for outdoors activities and other sport wearables (e.g. handheld devices, bike computers, smartwatches, smartphones, etc.), dedicated receivers for buildings (e.g. emergency alarms and sirens) and for streets (e.g. billboards), dedicated receivers for cars (e.g. infotainment), for tractors (e.g. navigator), for leisure vessels (e.g. VHF Data Exchange System (VDES)) and general aviation aircraft (e.g. electronic flight bag), etc. The service is independent of terrestrial communication networks and is provided even when such networks are unavailable.

Galileo provides a complementary channel for civil protection authorities to alert affected population in case of a looming disaster or event. Alerts will be broadcast primarily via its widely used E1 frequency band (and later also via the E5 frequency band).

¹Regulation (EU) 2021/696 of the European Parliament and of the Council of 28 April 2021 establishing the Union Space Programme and the European Union Agency for the Space Programme and repealing Regulations (EU) No 912/2010, (EU) No 1285/2013 and (EU) No 377/2014 and Decision No 541/2014/EU

The Galileo Emergency Warning Satellite Service operational concept is as follows (see Figure 1):

1. **Generate alert:** The authorised civil protection authority generates a standard alert message using the Common Alerting Protocol (CAP) format, indicating at least country, event type, affected area, severity, day and time of the onset of the emergency, expected duration, and a guidance for citizens on how to react and what to do.
2. **Request satellite broadcast:** The authorised civil protection authority sends the message in CAP format to the Galileo EWSS Interface, requesting a satellite broadcast of an alert over the affected geographical area.
3. **Encode information:** Galileo encodes the request from the authority into a Galileo Emergency Warning Message, in which the geometry of the affected area is converted into a target area in the form of an ellipse (see Figure 2).
4. **Uplink and broadcast:** The Emergency Warning Message is then uplinked to two Galileo satellites (the ones seen by the area affected with highest angle of elevation) and broadcast embedded in the Galileo Navigation Message over the part of the Earth that covers the target area. The Emergency Warning Message will also be made available on an internet server for further use, monitoring and archiving purposes.
5. **Display alert:** The user receives the Emergency Warning Message via Galileo EWSS compatible equipment, which receives, decodes and displays the message provided by the civil protection authority. The message is only shown to users located within the target area.

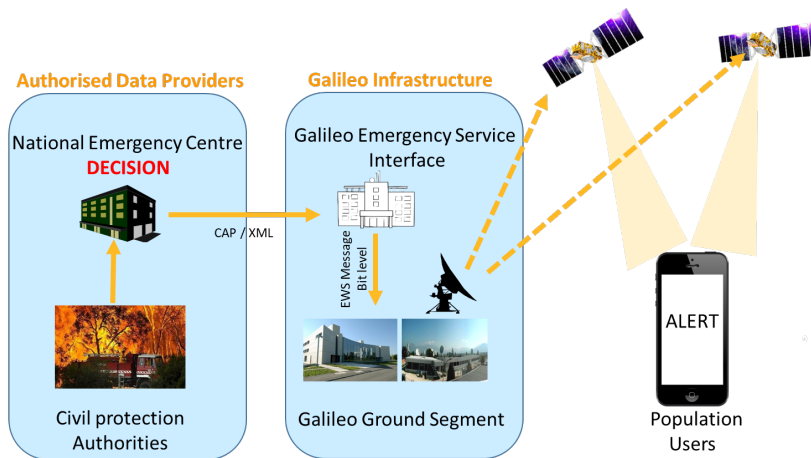


Figure 1: Galileo EWSS Operational Concept

The main **advantages** of the Galileo Emergency Warning Satellite Service are:

- Free of charge with global coverage. The initial service is offered first to European Union Member States.
- Independent of terrestrial communication infrastructure, such as cellular networks and local internet hotspots. This is useful in case terrestrial networks are temporarily or permanently limited

in capacity (e.g., due to saturation or destruction), or in areas not covered by national early warning systems, such as mountains, islands, and deserts.

- Complementary to other early warning systems (e.g. cell broadcast).
- Easy integration into existing operational procedures and systems.
- On-demand service, at the disposal of authorised civil protection authorities, to provide alert messages and associated guidance to citizens.
- Delivery of alerts to affected population within minutes.
- Users in the target area (defined by an ellipse, see Figure 2) will receive the alert.

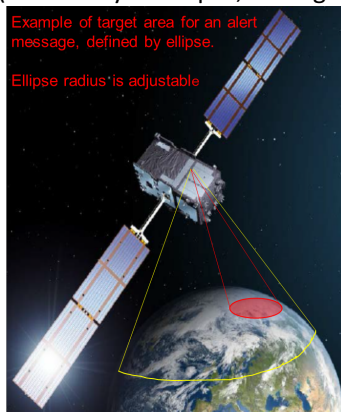


Figure 2: Galileo EWSS Target Area

The main **challenges** for the Galileo Emergency Warning Satellite Service are:

- **Limited bandwidth:** Galileo makes use of a pre-defined guidance-to-react database of generic instructions stored in the receiver. The instructions shall be self-explanatory and consistent with the instructions provided by other means and media. Free-text messages with customised guidance (e.g., to indicate evacuation routes) within the Galileo signal are not possible.
- **Battery consumption:** To avoid the need for continuous reading of the Galileo Navigation Message, the GNSS receiver may implement a logic to only switch on the GNSS engine when the regular channels used by civil protection authorities for sending alerts (e.g. cell networks or internet) are not available and thus establishing a duty-cycle.
- **No indoor reception,** as the power of GNSS signals is very low.

The building blocks to integrate the Galileo EWSS into early warning systems are:

- **Civil protection authorities** connected to Galileo via a dedicated secure interface. Current early warning centers need to be upgraded to include this additional channel with minimum impact on their operational procedures and systems. A Service Level Agreement (SLA) will have to be concluded in order to use the service. As part of the SLA, local operators will be required to follow trainings and perform regular tests to make use of the service in the most effective way.

- **The Galileo infrastructure** converts incoming alerts into Emergency Warning Messages and broadcasts them via its satellites. The emergency warning messages will be encoded in the Integrity Navigation Message (I/NAV), in particular in the bits used for the return link service (i.e. Search and Rescue (SAR) bits) [AD-1]. The Galileo Programme is in charge of the overall service management.
- **Galileo EWSS-enabled devices** shall be capable to receive, decode and display the alert according to the established national standards for early warning systems. This requires receivers to be developed or modified with specific functionalities. For example, depending on the device and if it is constantly powered it may be possible to read the navigation message from the satellites in view also continuously. In other cases, where the device is powered by a battery, the navigation message will only be read if the GNSS engine is on, and this needs to be managed by a hosting device using e.g. a duty cycle.

The Fundamental Elements scheme is funding the development of E-GNSS-enabled chipsets, receivers, antennas, and related technology for dedicated user groups.

The main objectives of the Fundamental Elements scheme are to:

- Facilitate the adoption of the European GNSS Systems, building on their innovative services and differentiators;
- Improve the competitiveness of EU industry;
- Address user needs in priority market segments;
- Maximise benefits to European citizens.

The current call for proposal focuses on the development of **Galileo enabled devices for the reception and notification of emergency warnings based on Galileo EWSS and** is launched in the context of the Fundamental Elements scheme.

1.3. Legal basis of the call

This call is based on the EU Space Programme Regulation² and the Contribution Agreement concluded between the European Union, represented by the European Commission, and the European Union Agency for the Space Programme (EUSPA) on the Implementation of the Union Space Programme and Horizon Europe signed on 22 June 2021.

In this framework, and in accordance with the Annual Work Plan as approved by the European Commission and the EUSPA Single Programming Document published on the EUSPA website (https://www.euspa.europa.eu/sites/default/files/euspa-oed-spr-rpt-a14608_2.0_spd_2022-2024_0_0.pdf#page=209), EUSPA is launching a call for proposals to design, develop, test and validate Galileo-enabled devices with the capacity to alert the user of an emergency.

2. OBJECTIVES AND SCOPE OF THE CALL

²Regulation (EU) 2021/696 of the European Parliament and of the Council of 28 April 2021 establishing the Union Space Programme and the European Union Agency for the Space Programme and repealing Regulations (EU) No 912/2010, (EU) No 1285/2013 and (EU) No 377/2014 and Decision No 541/2014/EU

2.1. Objective of the call for proposals

The objective of this grant is to design, develop, test and validate **Galileo EWSS-enabled devices** with the capacity to be monitoring (continuously or implementing a duty cycle) the Galileo I/NAV navigation messages [AD-1], reading the emergency warning messages (encoded in the Search and Rescue (SAR) fields as long return link messages) and with the capacity to alert the user about an emergency. The development funded through this call may be based on already existing technologies, however they shall go beyond the current state of the art when applied to the specific application area chosen by the applicants.

By “**Galileo EWSS-enabled device**” is meant a fully functioning Galileo-enabled device ready to fit the target application and meet its specific constraints (e.g. cost, weight, size, power consumption, etc.) and performance requirements, with a target Technology Readiness Level (TRL)³ of 7. The minimum functionality to be implemented is the capacity to alert the user when receiving an emergency warning message embedded in the Galileo I/NAV navigation messages.

The Galileo EWSS-enabled device to be developed shall **not** be a general-purpose hardware (typically suitable only for testing activities). The applicant shall clearly specify the target application of use of the device, and address the requirements inherent for that application. In particular:

- The market segment(s) addressed, e.g. mass market, sports, automotive, agriculture, maritime, aviation, etc.
- The type of device(s) to be developed, e.g. mass market (e.g. smartphone, smartwatch), sports (e.g. GNSS handheld device, bike computer, smartwatch), automotive (e.g. infotainment equipment), agriculture (e.g. navigator), maritime (e.g. VDES equipment), aviation (e.g. electronic flight bags), etc.

The above list is not exhaustive, and it is up to the applicant to propose one or more innovation fields defining relevant targets for each of them. The continuous or duty-cycled monitoring of the emergency warning messages available in the navigation messages in all satellites in view (with focus on those with highest angle of elevation) and the capacity of the device to alert the user/citizens shall be clearly explained in the proposal. Solutions for mass-market mobile devices will be preferred and advantaged.

The activities shall focus on the development of a Galileo EWSS-enabled device with the capacity to decode and display the alert to the user/citizens of an emergency warning provided by civil authorities, building up to highest extent on already developed hardware and software suitable for the purpose of this grant. The applicants are therefore invited to specify in their proposal which existing hardware and software the device shall be based upon and the related TRL. The applicant shall complement the capability of such hardware and software by developing additional building blocks to allow the capability required in this grant.

The documents listed in section 21 shall be used during the implementation of the project. You may need some of them for the preparation of the proposal. Document [AD-2] is subject to Non-Disclosure Undertaking and will be available upon request – for details see section 16.1.1.

Additionally, documents listed in section 22 may need to be used during the implementation of the project. Please note that the Galileo Remote Beacon Activation Guidelines for Manufacturers [RD-1] will be shared with the awarded projects at the kick-off meeting.

³ https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

2.2. Scope and areas of activities of the call for proposals

As a first step, the applicant is requested to identify the target application(s) or potential areas of applications enabled by the **Galileo EWSS-enabled device** to be developed and the capacity to alert different communities of users (e.g. mass market, automotive, sports, agriculture, other transportation means, etc.). Afterwards, depending on the identified target application(s), the applicant shall design and develop a prototype in line with the scope of work. Then, the applicant shall test and validate the device in an operational environment.

In order to reach the objective of this call, applicants are expected to conduct the following activities/tasks identifying Key Performer Indicators (KPIs) that will help track the progress:

Task 1: Technology and Application selection

The scope of this task is to describe the selected application(s) for the use of Galileo Emergency Warning Satellite Service, justifying the choices made (in terms of market sizing, revenues, technological breakthrough, commonalities between different applications, etc.), and describing which are the hardware (HW) and software (SW) features that would be developed.

In particular, the applicant shall describe the market segment selected (e.g. mass market, automotive, sports, agriculture, other transportation means, etc.) and the type of device to develop (e.g. handheld devices, bike computers, smartwatches, smartphones, navigators, etc.). The applicant shall also describe the challenges and barriers identified to assess the technical viability and market uptake potential.

For the identified market segment(s) and type(s) of device, the applicant shall in particular define and quantify the requirements related to power source and the antenna so as to ensure a continuous/duty-cycled monitoring of the Galileo navigation message contained in the satellites in view (with focus on those with highest angle of elevation). The applicant shall also explain the technology to be used to fulfil these requirements. The applicant is requested to clearly describe a summary of the current state-of-the-art with the identified technologies that can be used to cope with these two important challenges (i.e. power source and antenna).

Task 2: Design and development

Based on the previous task, the applicant shall design and develop the proposed SW and HW solutions considering the application(s) selected.

The applicant shall specify the number of devices to be developed during the project⁴.

Task 3: Test, verification and validation

The applicant shall define the tests, implementing the current protocols defined in [AD-2] and [AD-3], to verify the expected performance related to:

- 1) the capacity of the device to be monitoring, continuously or based on duty cycle, the long return link messages (RLM) that will contain the emergency warning message (EWM) provided by all satellites in view; This is especially critical for those devices that will use a battery as a power source, facing the challenge of satellite connection versus battery drain.

⁴ The applicant shall provide to EUSPA one (1) prototype of the fully-fledged implemented device.

- 2) the capacity of the device to alert the user/citizens by means of a notification (e.g. visual notification, voice notification, etc.).

The definition of the tests shall include the objective and the pass/fail criteria.

The applicant shall implement the protocols and the tests defined to verify the fulfilment of the requirements and to validate the expected performance, first in the laboratory and then in an operational environment (see as well Task 4 for the demonstration). The results of the tests in the laboratory shall be used to validate the protocols and the pass/failed criteria defined. The tests shall include, when relevant, different scenarios to consider a) the dynamics (e.g. low or high dynamics case) and b) the potential effects of obscuration of satellites in view (e.g. tracking satellites with highest angle of elevation in relevant representative environments (e.g. open sky, urban canyon, forest, etc)).

Figure 1 shows a concise view of the 122 bits of the message format and its main data fields

Message Type 2 bits	Issuing entity 14 bits	Hazard type 7 bits	Hazard Characteristics 19 bits	Type of Instr. Library + version 4 bits	Instruction library 10 bits	Target area 49 bits
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Figure 3: Concise view of EWSS message

Task 4: Exploitation and dissemination

The applicant shall define a business plan describing the strategy to exploit the results, including the market uptake strategy in the selected applications' segment. It shall identify actions that the beneficiary will take during the implementation of the project (e.g. to get involved with potential business partners and engage them in the evolution of the project to be ready to move to the next commercialisation phase) and the relevant information for the Intellectual Property Management (IPR) in case of multi-beneficiary application (i.e. the plan for managing the IPRs among the different co-beneficiaries once the device is finalised).

In addition, throughout the implementation of the action, the beneficiaries shall allocate proper resources to disseminate the results of the project. In particular, the future beneficiaries shall take measures to disseminate the achievements of the project among relevant stakeholders in the appropriate phases of the project. A proper dissemination plan shall define the strategy to engage those stakeholders with the aim of showcasing the project, fostering the innovation created in the frame of the action and creating market awareness of the project results.

The applicants shall support EUSPA and European Commission (EC) in the preparation of technical papers to present the protocols and the tests defined within the project and the results obtained in the appropriate standardisation and regulatory bodies. The applicants shall propose a list of appropriate standardisation bodies and a calendar for the participation in the standardisation meetings.

In addition, the applicants shall include a demonstration involving all the main stakeholders and key players in order to disseminate the results of the project. The demonstration shall validate the operational concept for the selected application with an end-to-end approach involving the necessary stakeholders including a representative of Civil Protection Authority. EUSPA will contribute in this process offering the availability of the Return Link Service Provider (RLSP) Test Bed for the demonstration of EWSS.

Other possible dissemination means are specialised magazines and sector press, presentations, leaflets and brochures, public event(s), promotional video(s), websites, social networks, etc., which should be

considered in a comprehensive communication and dissemination plan to be provided as part of the proposal.

2.3. Core Activities

For the purpose of this call the following activities (belonging to one or more of the areas described above in section 2.2) are considered **core** to the project:

- Management and coordination;
- User requirements definition;
- Design and development of Galileo EWSS-enabled device architecture;
- Testing and validation plan;
- Business strategy definition and implementation;
- Final demonstration.

2.4. Project Workflow

The project shall foresee intermediate milestones reflecting as far as possible the workflow described below:

1. **Kick-Off Meeting (KOM):** The primary objectives of the meeting are:
 - i Present the review procedure and organisation and
 - ii formally authorise the start of the activity.
2. **Solution(s) Requirement Review (SRR):** The primary objective of this review is to consolidate and approve the solution’s requirements specifications. It will consider the challenges identified for the market segment and the emergence of competing satellite-based solutions to assess the technical viability and market uptake potential.
3. **Preliminary Design Review (PDR):** The primary objective of this review is to consolidate the conceptual prototype architecture and the verification and validation approach, before entering into the detailed design phase);
4. **Critical Design Review (CDR):** The primary objective of this review is the completion of the solution’s design and architecture to authorise the start of the development. Exit criteria for this review shall, at least, include the approval of the detailed design in accordance with the requirements and suitable for the implementation phase, including the closure of any open action resulting from the PDR stage;
5. **Test Readiness Review (TRR):** The primary objective of this review is to assess that the developed product is ready to start the testing phase.
6. **Final Review (FR):** The primary objective of this review is to verify that the functional and performance testing phase is performed, in compliance with the requirements and the target performances. The milestone shall take place at the end of the project after the final demonstration is performed. The applicant may propose in their offer an adjusted Milestones plan (including deliverable submission planning) to be approved by EUSPA at the Kick-off meeting.

2.5. Deliverables

During the implementation of the action the beneficiaries are expected to submit a number of deliverables as shown below:

Deliverable	KOM	SRR	PDR	CDR	TRR	FR
Project Management Plan	X	X	X	X	X	X

Deliverable	KOM	SRR	PDR	CDR	TRR	FR
Application selection and user requirements document		X	X			X
Assessment of technical viability and market uptake potential (input to the Business Plan)		X	X			X
System/device requirements document		X	X			X
Preliminary architecture document				X		X
Detailed architecture and Design Justification File			X	X		X
Test plan, cases and procedures				X		X
Test report					X	X
Device prototypes and operations manual						X
Business plan			X			X
Dissemination Plan		X				X
Demonstration material					X	X
Dissemination material				X	X	X

The beneficiaries shall provide to EUSPA a fully functional demonstrator including at least 1 prototype, additional required hardware/software and any related documentation and shall also train EUSPA staff to make them able to use the demonstrator after the completion of the project at EUSPA or other EU institutions, bodies or agencies premises.

3. TIMETABLE

This call for proposals shall be conducted according to the following timetable:

	Stages	Date/time or indicative period
a)	Publication of the call	22 March 2023
b)	Deadline for submitting NDU ⁵	7 July 2023
b)	Deadline for request for clarifications	14 July 2023
c)	Publication of the clarifications	21 July 2023
d)	Deadline for submitting applications	31 July 2023
e)	Evaluation period	August-October 2023
f)	Information to applicants on the outcome of the evaluation	November 2023
g)	Signature of the grant agreement	December 2023

NOTA BENE: For those applicants who submitted their proposal by the original deadline of 31 May 2023 please be informed that you may resubmit your proposal again by the new deadline and EUSPA will consider only the proposal which was submitted later, provided that it was submitted by the same applicant or group of applicants as the proposal before. Please indicate in your new proposal in the cover page for A1-A4 forms that this proposal is replacing previously submitted proposal.

⁵ Non-Disclosure Undertaking – for more details please see section 16.1.1

Indicative duration of the action under (each) grant agreement: two years

Starting date for the action is the first day of the month following the signature of the Grant Agreement. The incurred costs will be considered eligible as of that date provided that they fulfill all eligibility conditions specified in the relevant article of the Grant Agreement.

Exceptionally, the starting date for the action can be before the Grant Agreement signature. In such a case the cost incurred may be considered eligible provided that the applicant(s) can demonstrate the need for starting the action prior to signature of the Grant Agreement⁶. In order for the granting authority to check that the above conditions are met the applicant(s) shall:

- notify EUSPA of the date when action needs to start
- justify reasons for 'early start of the action'

either directly in the proposal or in subsequent formal letter sent to the EUSPA (before the grant agreement signature).

Approval of the 'early start of the action', if granted, will be communicated to the applicant(s) through a formal EUSPA letter and the costs will be considered eligible only if the applicant will be awarded a grant and the eligibility conditions of the Grant Agreement are met. In the Grant Agreement the 'starting date' of the action will be set accordingly.

NOTA BENE: Only costs incurred after the date of the proposal submission can be considered eligible subject to the fulfilment of the conditions above.

4. EU FINANCING

Maximum budget allocated for EU financing under this action: **EUR 1.000.000**

Indicative number of projects: two projects, depending on the quality of the proposals received

Maximum EU co-financing rate of eligible costs: **70%**

Publication of the call does not guarantee the availability of funds for the above action and it places no obligation on EUSPA to award grants to any applicant.

EUSPA reserves the right to award a grant of less than the amount requested by the applicant. In such a case, the applicant(s) will be asked either to increase their co-financing, propose other co-financing means or to decrease the total costs without altering the substance of the proposal. Grants will not be awarded for more than the amount requested.

⁶ Article 193(2) of the Financial regulation

5. ROLES AND TASKS OF APPLICANT(S)

5.1. Entities involved in the activities subject to the proposal

The proposal shall clearly identify the entities (legal and/or natural persons) to be involved in the activities subject to the proposal, being the applicant (s) (including **coordinator and co-applicants**) as well as any third parties, such as **affiliated entities and subcontractors** and their contributions to the implementation of the proposal under the grant agreement. Parties' participation in the project will be subject to the requirements as laid down in this Call for Proposals.

5.2. Single Applicant

In case the proposal is submitted by a single applicant, it will be considered as mono-beneficiary grant if the proposal is selected for award.

5.3. Coordinator

If the proposal is submitted by a group of several co-applicants they will form a consortium and will become consortium members. The consortium members (multi-beneficiaries) should choose amongst them a lead organisation, referred to as the "Coordinator".

The coordinator submits the application on behalf of the consortium and will be the intermediary for all communication between the co-beneficiaries and EUSPA as well as responsible for supplying all documents and information to EUSPA in due time upon request.

The grant agreement shall be signed by the coordinator of the successful consortium, provided that a mandate (Annex IV of the grant agreement) has been provided to it by each co-applicant. Such mandates shall be annexed to the grant agreement.

The coordinator will also be responsible for distribution of payments received from EUSPA to the co-beneficiaries.

5.4. Co-applicant(s)

Each co-applicant will be considered as co-beneficiary if the proposal is selected for award. Before signature of the grant agreement, all applicants within the consortium shall agree upon appropriate arrangements between themselves for the proper performance of the specific actions.

Co-applicants shall immediately inform the coordinator of any event which can substantially affect or delay the implementation of the action. The coordinator will inform EUSPA in accordance with the grant agreement and will ensure compliance with all the terms and conditions provided in the draft grant agreement.

The coordinator and all co-applicants forming the consortium must satisfy the eligibility criteria.

5.5. Affiliated entities

Legal persons having a legal or capital link with the applicant(s), which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and

may declare eligible costs. For that purpose, the applicant(s) shall identify such affiliated entities in the application forms and in the proposal.

Each affiliated entity shall have to comply with the same eligibility and non-exclusion criteria as those applying to the applicant(s) and submit the same forms, including the forms proving the financial and operational capacity (see section 9.1 and 9.2 below).

5.6. Subcontractors

Subcontracting⁷ refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action.

The beneficiaries remain solely responsible for the implementation of the action. Subcontracting is not allowed among the beneficiaries in the project.

Please note that the applicants must have the necessary operational capacity to perform the project themselves. The operational capacity will be assessed at the time of the evaluation of the proposal (please see section 9.2 below).

Subcontracting of specific tasks or activities (i.e. the externalisation) which form part of the action as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- a. it may only cover the implementation of a limited part of the action and **shall in no case cover core activities as described in Section 2.3;**
- b. it must be justified having regard to the nature of the action and what is **necessary for its implementation;**
- c. it must be clearly **stated in the proposal.**

The beneficiaries must award the subcontract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the relevant documentation for the event of an audit. The sub-contract shall be awarded in accordance with the conditions set in the grant agreement. Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EC⁸ or contracting entities in the meaning of Directive 2014/25/EC⁹ shall abide by the applicable national public procurement rules.

The subcontracted tasks must be set out in the description of the action (i.e. form B1 and Annex I to the grant agreement) and the estimated costs of subcontracting must be stated in the estimated budget (Form C1 and Annex III to the Grant Agreement). However, approval of subcontracting by EUSPA (whether at the time of the evaluation of proposal or later during the implementation of the action) does not automatically mean that the related costs will be considered eligible and reimbursed. The costs will need to

⁷ Article 205 of the Financial Regulation

⁸ Directive 2014/24/EC on public procurement and repealing Directive 2014/18/EC.

⁹ Directive 2014/25/EC on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC.

comply with the eligibility criteria indicated in the grant agreement (see also point 2.8 in section 12.2.3below) in order for them to be reimbursed.

Any recourse to subcontracting if not provided *ex ante* in the Description of the Action (Annex I to the Grant Agreement) shall be communicated to EUSPA for approval in accordance with the provisions of the signed Grant Agreement.

It is not necessary to have already selected subcontractors at the time the proposal is submitted.

6. ADMISSIBILITY REQUIREMENTS

APPLICATIONS MUST COMPLY WITH ALL OF THE ADMISSIBILITY REQUIREMENTS SET OUT IN THIS SECTION.

Applications must comply with all of the following conditions in order to be admissible:

- Applications must be sent no later than the deadline for submitting applications referred to in section 3 and 17,
- Applications must be submitted in writing, using the submission set described in section 16,
- Applications must be drafted in one of the EU official languages with a preference to English. For further information please refer to section 17 below,
- Applications must respect the maximum rate for EU co-financing¹⁰.

In this context, any project directly or indirectly contrary to EU policy or against public health, human rights or against citizen's security will be rejected.

7. ELIGIBILITY CRITERIA

APPLICANTS MUST COMPLY WITH ALL OF THE ELIGIBILITY CRITERIA SET OUT IN THIS SECTION.

7.1. Eligible applicants

- Legal persons established¹¹ in and/or natural person(s) who is national of one of the following countries are eligible:
 - EU Member States
 - Switzerland and Norway

Corporate bodies must be properly constituted and registered under their applicable law. When an applicant does not have a legal personality, a physical person must be designated to provide the legal responsibility.

¹⁰ Proposals exceeding the applicable maximum EU co-financing rate for this call (see section 4) shall not be considered further and will be rejected.

¹¹ Established should be understood as having a registered office, central administration or principal place of business in one of these countries.

The single applicant (see section 5.2), the coordinator (see section 5.3) and all co-applicants (see section 5.4) forming the applicant consortium, as well as the affiliated entities (see section 5.5) shall satisfy the same eligibility criteria.

7.2. Multi-beneficiary proposal - Structure of the consortium

In the case of multiple co-applicants, the coordinator will submit the proposal on behalf of the consortium.

The proposal must be submitted by a consortium composed of at least two (2) entities out of which:

- the coordinator shall be a legal person;
- the co-applicant(s) can be either a legal and/or a natural person(s).

The grant agreement shall be signed by the coordinator of the successful consortium, provided that a mandate (Annex IV of the grant agreement) has been provided to it by each co-applicant. Such mandates shall be annexed to the grant agreement.

Certain supporting documents proving compliance with the eligibility criteria need to be provided. For the list please see section 16 below.

Applicant(s) may participate in multiple applicant consortia if the actions covered in the respective Technical Proposals (B1 form) are different from each other in order to comply with the principle of non-cumulative financing and award.

8. EXCLUSION CRITERIA

APPLICANTS MUST COMPLY WITH ALL OF THE EXCLUSION CRITERIA SET OUT IN THIS SECTION.

Article 135, 136, 137, 138, 139, 140, 141, 142 of the Financial Regulation¹² shall apply to applicants.

8.1. Exclusion from participation

Exclusion criteria are specified in the standard **Declaration of Honour (A4 Form)** of this call and apply to all applicants **and all affiliated entities** (see section 5.5).

8.2. Exclusion from award

Applicants will not be granted EU funds if, in the course of the grant award procedure, they:

- are in exclusion situation established in the A4 form;
- have misrepresented the information required by EUSPA as a condition of participation in the grant award procedure or fail to supply this information upon request by EUSPA;

- were previously involved in the preparation of the call for proposal documents where this entails a distortion of competition that cannot be remedied otherwise;
- are a Restricted Person and fall under the scope of subject to EU Restrictive Measures in the list published at www.sanctionsmap.eu. In case of discrepancies between 'sancitonsmap.eu' and the restrictive measures published in Official Journal of the EU, the latter prevails.

Administrative and financial penalties may be imposed on applicants that are guilty of misrepresentation.

9. SELECTION CRITERIA

APPLICATIONS MUST COMPLY WITH ALL OF THE SELECTION CRITERIA SET OUT IN THIS SECTION.

9.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is carried out. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application by each applicant and affiliated entity (thresholds shall apply to each applicant):

- a) grant amount < EUR 750 000:
 - a Declaration of Honour (A4 Form) and,
 - a table provided for in the application form (A5 Form), filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form. For newly created legal persons, a business plan might replace the above documents.
- b) grant amount ≥ EUR 750 000:
 - in addition to the above, an audit report produced by an approved external auditor, where it is available, and always in cases where a statutory audit is required by Union or national law, certifying the accounts for the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for the last three available financial year.

On the basis of the documents submitted, if EUSPA considers that financial capacity is not satisfactory and in any other case EUSPA may deem it appropriate, it may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a lower percentage of a pre-financing;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 12.4below);
- reject the application.

The verification of the financial capacity **shall not apply to:**

- public bodies, including Member State organisations;
- international organisations;
- natural persons in receipt of education support;
- natural persons most in need, such as unemployed persons and refugees, and in receipt of direct support;

- persons or entities applying for interest rate rebates and guarantee fee subsidies where the objective of those rebates and subsidies is to reinforce the financial capacity of a beneficiary or to generate an income.
- Low value grants.

9.2. Operational capacity (B2 Form)

The applicant(s) shall demonstrate a balanced expertise in the areas needed to carry out the activities defined in section 2 above.

Applicants must show they have the **operational technical capacity** to complete the activities to be supported by this Call for Proposal and must **demonstrate their capacity to undertake and achieve the activities** corresponding to the size of the project for which the grant is requested and in particular:

- The team responsible for the activities must have a relevant technical competence.
- Applicant(s) shall have a high degree of specialisation in the areas pertaining to the activities subject to the proposal, especially they shall demonstrate their knowledge and relevant expertise in the applicable market selected, e.g. mass market, sports, automotive, agriculture, maritime, aviation, etc.
- applicant(s) must have relevant experience in design, development, integration, demonstration and/or manufacturing of GNSS-based products or solutions and in the field of R&D.

The above requirements apply also to every affiliated entity.

10. AWARD CRITERIA

Applications will be assessed on the basis of the following criteria. When assessing the below award criteria, the evaluation committee shall use the elements indicated below for each criterion.

AWARD CRITERIA	MAX. SCORE
1. Relevance of the proposal to the objectives of the call, credibility of the proposed approach and innovation level of the solution proposed;	50
<i>Relevance of the selected target application(s) and type(s) of device for the implementation of Emergency Warning Satellite Service capability with respect to other existing solutions in the market to alert the user/citizens.</i>	40
<i>Relevance and quality of the proposed technologies and services to be implemented in the Galileo EWSS-enabled device in terms of innovation to cope with the main challenges identified (power source and antenna). Proposals with solutions for mass-market mobile devices will be preferred and advantaged.</i>	
<i>Effectiveness of the methodology for design, development, testing, verification and validation of the proposed solution</i>	10
2. Impact in terms of economic and public benefits derived from the proposal	20
<i>Scope and expected benefits for the target market and society as a whole</i>	10
<i>Effectiveness, coherence and viability of the business plan including plan for the commercialisation of the results, management of IPR and business risk assessment</i>	10
3. Credible and effective dissemination plan for the results in the best interest of the European Union	10

4. Coherence and effectiveness of the work plan and appropriateness of the allocation of tasks and resources	20
<i>Appropriateness of the management structure and effectiveness of the work plan, including risks</i>	10
<i>Appropriateness and justification of the level of the effort involved and its distribution within the proposed tasks and consortium participants, including complementarity of the proposed resources' skills</i>	10
Maximum total score	100

If a total score lower than **60** points or a score lower than **60%** for any of the above four criteria is obtained, the proposal will not be evaluated further and will be rejected.

11. LEGAL COMMITMENTS

Applicants are reminded:

The successful applicants shall be bound by the Special and General Conditions of the draft grant agreement. Submission of a grant application (proposal) implies the acceptance of these Special and the General Conditions (see Annex 2 of the Grant Agreement). This also includes the obligation of the provision of accurate, sincere and complete information within the context of this grant procedure including but not limited to filling out the provided forms with true, correct and complete data representing the real status of the applicant.

In the event of a grant awarded by EUSPA following this call, a grant agreement drawn up in Euro and detailing the conditions and level of funding will be sent to the mono-beneficiary or coordinator of the consortium (as the case may be), alongside a description of the procedure in view to formalise the obligations of the parties.

In case of a consortium, the coordinator, representing the awarded consortium, on the basis of duly provided powers of attorney (Mandate – Annex IV of the grant agreement) shall sign 2 (two) copies of the original agreement.

In case EUSPA requests the below documents¹³ the applicant shall make them available to EUSPA within the relevant deadlines. EUSPA reserves the right to cancel the award and/or the grant agreement signature process and re-allocate the budget in case of untimely submission. In particular:

- (1) All supporting documents pertaining to the Declaration of Honour (A4 form) for each co-applicant (and affiliated entity if the case may be) in due time upon request by EUSPA after the receipt of such request;**
- (2) Signed grant agreement by the coordinator accompanied by the mandate – Annex IV of the grant agreement for each co-applicant at the latest 1 (one) month after the coordinator's receipt of the grant agreement for signature.**

¹³ Please refer to section 16.4

12. FINANCIAL PROVISIONS

When preparing their proposal, applicants shall observe the elements described in the following subsections for calculating the required budget for the implementation of their project.

12.1. General principles

Non-cumulative award

Each action may give rise to the award of only one grant from the budget to any applicant.

In no circumstances shall the same costs be financed twice by the European Union budget.

Applicants have to inform EUSPA immediately of any multiple applications and multiple grants relating to the same action. The applicants shall inform about sources and amounts of EU funding received or applied for the same action or for part of the action. Applicants shall indicate if they receive EU funding for their functioning during the financial year in which the action takes place.

Non-retroactivity¹⁴

No grant may be awarded retroactively for actions already completed.

A grant may be awarded for an action which has already begun, provided the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

Co-financing¹⁵

Grants shall involve co-financing, which implies that the resources necessary to carry out the action shall not be provided entirely by EU contribution. EU financing may not cover 100% of the total costs of the action.

Co-financing of the action may take the form of:

- the awarded beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the awarded consortium as the corresponding costs are not eligible.

No-profit rule¹⁶

EU grant may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary¹⁷.

For this purpose, **profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiaries**, when the request is made for payment of the balance. Where such a surplus occurs, EUSPA is

¹⁴ Article 193 of the Financial Regulation

¹⁵ Article 190 of the Financial Regulation

¹⁶ Article 192 of the Financial Regulation

¹⁷ The no-profit principle shall not apply to actions indicated in Article 192 (3) of the Financial Regulation.

entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiaries to carry out the action.

Balanced budget¹⁸

The estimated budget of the action is to be attached in excel format to the application form following the model provided in the Form C1.

It must have revenue and expenditure in balance. The amounts must be expressed in **Euro** with maximum two decimals.

Applicants (and affiliated entities) with general accounts in a currency other than the euro must convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of *Official Journal of the European Union*, determined over the corresponding reporting period (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

If no daily Euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website determined over the corresponding reporting period.

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

Applicants and affiliated entities with general accounts in Euro must convert costs incurred in another currency into Euro according to their usual accounting practices

For awarded projects, the final payment will be based on the final financial report at the end of the project and supporting documents, taking into account any previous pre-financing and interim payment(s).

Financial support to third parties

The applications for this action may not envisage provision of financial support to third parties.

12.2. Funding form

EUSPA grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euro.

12.2.1. Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 70% of eligible costs incurred in the implementation of the specific actions taking into account the maximum grant amount referred to in section 4.

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the EU grant.

12.2.2. Eligible costs of the grant

A) Costs actually incurred by the beneficiary of a grant which meets all the following criteria:

¹⁸ Article 196 (1) e) of the Financial Regulation

- they are incurred during the duration of the action, as indicated in the grant agreement, with the exception of costs relating to the preparation of the final reports and audit certificates;
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action, in accordance with the description of the action, attached to the grant agreement;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The same criteria apply to the affiliated entities.

B) Costs declared on the basis of an amount of EUR per unit as specified in Annex X of this Call for Proposals for the beneficiaries which satisfy any of the following two criteria:

- personnel costs of owners of small and medium-sized enterprises (SME) who do not receive a salary;
- personnel costs for natural persons who do not receive a salary

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Please note that the exact scope of the eligibility of costs is defined in the grant agreement, which will be signed by the successful applicant(s).

12.2.3. Eligible direct costs

The eligible direct costs for the action are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action.

When preparing the proposal, applicants shall observe the elements described in the following sub-sections for calculating the necessary budget for the implementation of their project. The following categories of costs can be considered as **eligible direct costs**:

1. **Personnel costs** are:
 - 1.1 cost of personnel working under an employment contract
 - 1.2 costs of natural persons working under a contract with the beneficiaries other than an employment contract
 - 1.3 unit costs of owners of SMEs who do not receive a salary or natural persons who do not receive a salary

2. **Other direct costs** are:
 - 2.1 cost of travel and related subsistence allowances
 - 2.2 costs for equipment and other assets specifically procured for the action

- 2.3 costs for equipment or other assets not procured specifically but directly used for the action – depreciation costs
- 2.4 the costs for rental or lease of equipment or other assets
- 2.5 the cost of using technical facilities or laboratories
- 2.6 costs of consumables and supplies
- 2.7 costs arising directly from requirements imposed by the grant agreement
- 2.8 costs entailed by subcontracts
- 2.9 costs of financial support to third parties [not-applicable]
- 2.10 duties, taxes and charges

1. Personnel costs

- 1.1 the **costs of personnel** working under an employment contract with the beneficiaries or an equivalent appointing act and assigned to the action (including civil servants and other personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken), comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiaries' usual policy on remuneration. Those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

Personnel costs must be calculated by the applicants/beneficiaries as follows:

{(Hourly rate multiplied by a number of actual hours worked on the action), plus for non-profit legal entities: additional remunerations to personnel assigned to the action}.

The total number of hours declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours used for the calculations of the hourly rate. Therefore, the maximum number of hours that can be declared for the grant are:

{Number of annual productive hours for the year minus the total number of hours declared by the beneficiaries, for that person for that year, for other EU or Euratom grants}

The 'hourly rate' is calculated as follows:

{actual annual personnel costs for the person divided by the number of annual productive hours}

The beneficiaries must use the annual personnel costs and the number of annual productive hours for each financial year covered by the reporting period concerned. If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly rate of the last closed financial year available.

For the 'number of annual productive hours', the beneficiaries may choose one of the following:

- (i) 'fixed number of hours': 1720 hours for persons working full time (or corresponding pro-rata for persons not working full time);
- (ii) 'individual annual productive hours': the total number of hours worked by the person in the year for the beneficiaries *{annual workable hours of the person plus overtime worked minus absences}*. If the contract (or applicable collective labour agreement or national

working time legislation) does not allow to determine the annual workable hours, this option cannot be used;

(iii) 'standard annual productive hours': the standard number of annual hours generally applied by the beneficiaries for its personnel in accordance with its usual cost accounting practices. This number must be at least 90% of the 'standard annual workable hours'. If there is no applicable reference for the standard annual workable hours, this option cannot be used.

'Annual workable hours' - means the period during which the person must be working, at the employer's disposal and carrying out his/her activity or duties under the employment contract, applicable collective labour agreement or national working time legislation.

For all options, the actual time spent on parental leave by a person assigned to the action may be deducted from the number of annual productive hours.

Important:

Activities that **cannot** be deducted for the calculation of the annual productive hours and that cannot be charged to the project are Sales and marketing; Preparation of proposals; Administrative time (often means "unsold" time).

1.2 The **costs of natural persons working under a contract with the beneficiaries other than an employment contract** (e.g. in-house consultants) may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:

- there must be a **direct contract** between the natural person (individual) and the beneficiaries;
- the natural person works under the instructions of the beneficiaries and unless otherwise agreed with the beneficiaries through a teleworking agreement, in the premises of the beneficiary;
- the result of the work belongs to the beneficiaries;
- the costs are not significantly different from the costs of personnel performing similar tasks under an employment contract with the beneficiaries; and
- The remuneration must be based on working hours, rather than on delivering specific outputs/products. (This implies that the beneficiaries must keep records of the hours worked for the action.) Costs of natural persons working under a direct contract for a beneficiary must be calculated according to the formula: hourly rate multiplied by the number of actual hours worked on the action where hourly rate:
 - a. if the contract specifies an hourly rate: this hourly rate must be used;
 - b. if the contract states a fixed amount for the services of the natural person and the number of hours to be worked: this global amount must be divided by the number of hours to be worked for the beneficiary under that contract.

1.3 unit costs of **owners of SMEs who do not receive a salary or natural persons who do not receive a salary**

The eligible direct personnel costs declared by beneficiaries that are SMEs for their owners not receiving a salary and by beneficiaries that are natural persons not receiving a salary shall be based on a unit cost per day-equivalent worked on the *action* to be calculated as follows:

{Unit rate multiplied by a number of actual day-equivalents worked on the action}.

Each country has its own unique unit rate. These rates are specified in Annex X to this Call for proposals.

The total number of day-equivalents declared in EUSPA grants, for a person for a year, cannot be higher than 215.

Important:

Timesheets have to be kept from the very beginning of the project to justify the declared actual day-equivalents worked on the *action*. EUSPA may require them to verify the request for payment validity.

2. Other direct costs

Other costs in general: **only costs of those items which are directly linked to the performance of the operation, identifiable and assigned to the action shall be considered under this heading.**

Those costs should include the costs of implementation contracts for ancillary services, goods etc. needed to carry out the project (e.g. dissemination of information, specific evaluation, translations, reproduction...), including the purchase of consumables and supplies. They do not cover contract that implies any externalisation of activities included in the action described in the proposal, which should be included instead as subcontracting in the relevant form.

Please note that the fact that the costs are specific to the action is the key factor that makes these costs eligible for European Union funding. More general office supplies, stamps or other stationary is comprised of the indirect costs and cannot be considered under this heading.

All documents supporting the above costs (e.g. invoices, timesheets for the use of equipment, technical facilities or laboratories) have to be kept from the very beginning of the project. The EUSPA will require them to verify the request for payment validity.

2.1 costs of travel and related subsistence allowances for employees provided that these costs are in line with the beneficiaries' usual practices on travel;

Only the costs for the employee's travel and subsistence allowances can be introduced in the budget form. Travel costs of external service providers, if applicable, are to be included in their contracts.

Subscription fees to conferences or events, where relevant, should be included in C1 form (section 2.1) Travel costs.

Reimbursement of travel costs can be requested for meetings, European conferences, etc. provided that they are in line with the usual practices of the beneficiaries and pre-approved by EUSPA. The travel policy of the beneficiaries must be made in writing and apply to all business trips of the organisation. Alternatively, in the case when a beneficiary has not formalised an internal travel policy or established travel practice, they should not exceed the scales approved

annually by the European Commission. These European Commission rates can be consulted on this address:

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm_en

In all cases, the costs reported should comply with the principle of economy and efficiency, meaning that travelling should be performed by the most direct and most economical route;

The costs reported should comply with the following:

- travel by the most direct and most economical route;
- travel by rail: first class;
- travel by air: economy class, unless a cheaper fare can be used (e.g. Apex);
- travel by car: reimbursed on the basis of the equivalent first-class rail fare.

Flat-rate subsistence allowances cover all subsistence expenses during travel, including hotels, restaurants and local transport (taxis and/or public transport). They apply for each day of a mission at a minimum distance of 100 km from the normal place of work in the context of the project forming the subject of the grant agreement.

Please note that tips will not be considered as eligible costs.

Beneficiaries who want to declare travel costs as eligible costs of the project will have to provide the following information for each travel:

- Names or functions of the people involved;
- Journey and dates (even tentative);
- Purpose of the travel (this must refer clearly to one activity of the project);
- Subsistence costs: the total number of days of the travel x flat rate subsistence allowance (per diem) or an estimate of the real costs per day (per person);
- Cost of travel (estimation).

All necessary supporting documents, in accordance with the beneficiaries' travel policy, have to be kept from the very beginning of the project (e.g. travel tickets, boarding passes, invoices from the travel agency, etc.) EUSPA will require them to verify the validity of the request for payment. For the per diem allowances, no supporting documents are required; only a declaration of the applicant on the applicable per diem in its organisation is needed.

2.2 for equipment and other assets (new or second-hand) **procured** specifically for the action and in accordance with Article II.10 of the grant agreement:

a) the full purchase costs provided that they are treated as capital expenditure in accordance with the tax and accounting rules applicable to the beneficiaries and are recorded in the fixed assets account of its balance sheet OR the purchase in itself is the purpose of the action [**not-applicable to this call**]

or

b) the respective depreciation costs provided that the asset has been purchased in accordance with the conditions applicable to implementation contracts and that it is written off in accordance with the international accounting standards and international financial reporting standards, IAS/IFRS, regardless whether the beneficiary has to apply them or otherwise has diverging accounting practices.

- 2.3 **costs for equipment or other assets** (new or second-hand) not procured specifically but **directly used** for the action in **proportion to the usage for the action and only during its duration** as **depreciation costs** recorded in the accounting statements of the beneficiaries over the period of implementation of the action, provided that the asset is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiaries.

Only depreciation for equipment which is strictly necessary for the purposes of carrying out the action can be charged as direct costs. This thus excludes any computer equipment, office material, furniture, etc. that the applicant needs for his daily activities and that will be normally covered by indirect costs.

Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project can be taken into account by EUSPA.

- 2.4 **the costs for rental or lease of equipment or other assets only to the portion of use and limited to the duration of the action**, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;
- 2.5 **when using technical facilities or laboratories the above rules (2.2) to (2.4) for eligibility of costs apply accordingly;**
- 2.6 **costs of consumables and supplies**, provided that they are purchased in accordance with the conditions applicable to the award of contracts necessary for the implementation of the action and are directly assigned to the action;
- 2.7 **costs arising directly from requirements imposed by the grant agreement** (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the conditions applicable to the award of contracts necessary for the implementation of the action;
- 2.8 **costs entailed by subcontracts**, concluded for the externalisation of specific tasks or activities which form part of the action **as described in the proposal**, provided that the conditions applicable to implementation contracts are met;

Please refer to Section 5.6 for further details.

- 2.9 **costs of financial support to third parties** within the meaning of Article II.12 of the grant agreement provided that the conditions laid down in that article are met **[not-applicable to this call]**;
- 2.10 **duties, taxes and charges** paid by the beneficiaries, notably non-deductible value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the Grant Agreement. In particular, only non-deductible VAT is eligible, except for the activities which the beneficiaries that are public bodies engage in as public authorities (prerogatives of public powers under national law).

12.2.4. Eligible indirect costs

A **flat-rate amount of 7% of the total eligible direct costs of the action excluding subcontracting costs¹⁹ is eligible under indirect costs**, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible for beneficiaries that receive an operating grant.

12.2.5. Non-eligible costs

In addition to any other costs which do not fulfil the conditions set out above, the following costs shall not be considered eligible:

- a. return on capital or return generated by an investment;
- b. debt and debt service charges;
- c. provisions for future losses or debts;
- d. interest owed;
- e. doubtful debts;
- f. currency exchange losses;
- g. bank costs charged by the beneficiary's bank for transfers from the EUSPA;
- h. costs declared by the beneficiaries in the framework of another action receiving a grant financed from the EU budget (including grants awarded by a Member State and financed from the EU budget and grants awarded by the European Commission or other EU bodies than EUSPA for the purpose of implementing the EU budget); in particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary which already receives an operating grant financed from the EU budget during the period in question;
- i. contributions in kind from third parties;
- j. excessive or reckless expenditure;
- k. deductible VAT;
- l. participation by any staff of the European Union institutions in the action
- m. costs incurred during the suspension of the implementation of the action;
- n. cost categories explicitly excluded in the work programme/call.

12.2.6. Calculation of the final amount of the grant

The draft grant agreement annexed to this Call for proposals specifies the calculation of the final grant and the payment arrangements. Applicants' attention should particularly focus on the General Conditions of the draft agreement, where the eligibility conditions of costs are described. The EU grant may not have the purpose or effect of producing a profit²⁰ within the framework of the action.

The final amount of the grant to be awarded to the consortium is established after completion of the action and upon approval of the request for payment containing the following documents²¹ *[including relevant supporting documents where appropriate]*:

¹⁹ Indirect costs = 7% * (total eligible direct costs - subcontracting)

²⁰ See section 12.1 of this Call for Proposal.

²¹ Art. 202 and 203 of the Financial Regulation

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,
- [where applicable, a certificate on the financial statements of the action and underlying accounts²²].

The authorising officer may also waive the obligation to provide a certificate of the financial statements and underlying accounts where an audit has been or will be directly done by EUSPA’s own staff or by a body authorised to do so on its behalf, which provides equivalent assurances about the costs declared.

12.3. Payment arrangements

Arrangements for pre-financing payment corresponding to 30% of the grant amount will be further detailed in the grant agreement (see Article I.5.2).

An interim payment shall be paid to the applicant or to the coordinator (in case there is a consortium the coordinator receives the interim payment on behalf of the consortium) and is intended to cover the expenditure on the basis of a request for payment when the action has been partly carried out.

The interim payment must clear 50% of the amount of the pre-financing payment previously made. The interim payment shall not exceed 30% of the maximum grant amount. The cumulative amount of pre-financing and of the interim payment altogether must not exceed 60% of the *maximum amount of the grant*.

Payment	Amount	Reporting period	Note
Pre-financing payment	30%	N/A	
Interim payment	max 30%	Interim Review	Based on the actual requested contribution (i.e. actual expenditure).
Final payment	Balance between total requested EU contribution and previous payments	Final Review	Based on the actual requested contribution (i.e. actual expenditure).

EUSPA will establish the amount of the final payment to be made to the mono-beneficiary OR the coordinator (who receives it on behalf of the consortium) on the basis of the calculation of the final grant amount (see section 12.2.6 above). If the total of earlier payments is higher than the final grant amount, the applicant or the coordinator (in case of consortium) will be required to reimburse the amount paid in excess by EUSPA through a recovery order²³.

Please refer to the grant agreement for the terms and conditions of the payment arrangements (see Article I.5).

12.4. Pre-financing guarantee

A pre-financing guarantee for up to the same amount as the pre-financing may be requested, on a case by case basis, in order to limit the financial risks linked to the pre-financing payment. The financial guarantee,

²² Art. 203 (4) of the Financial Regulation

²³ Article 101, 115 and 203 of the Financial Regulation

in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by an irrevocable and unconditional joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

13. PUBLICITY

13.1. By the Beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the allocated grants are used.

In this respect, beneficiaries are required to give prominence to the name and emblem of EUSPA and of the European Union on all their publications, posters, programmes and other products realised under the grant agreement.

If this requirement is not fully complied with, the grant may be reduced in accordance with the provisions of the grant agreement.

13.2. By EUSPA

EUSPA will publish the following information:

- a. name of the awarded applicant (in case of multi-beneficiaries- name of the consortium) and its beneficiary/beneficiaries;
- b. address of the beneficiary (legal persons) or reference to the region (natural persons);
- c. the subject of the grant agreement;
- d. amount awarded.

Upon a reasoned and duly substantiated request by the applicants (or coordinator representing the consortium in case of multi-beneficiary project), the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiary.

14. OWNERSHIP

The attention of the applicants is drawn to the draft grant agreement, which stipulates the ownership regime of the results generated by the action.

15. DATA PROTECTION

Any personal data that may be included in the proposals received during the present procedure will be processed in accordance with (1) the applicable rules on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies (currently Regulation (EU) 2018/1725) and (2) the modalities of the following privacy statement:

Identity of the controller and Data Protection Officer:

- **Controller:** European Union Agency for the Space Programme (EUSPA), Head of Market Downstream and Innovation department, Janovskeho 438/2 170 00 Prague 7, Czech Republic, market@euspa.europa.eu
- **Data Protection Officer:** EUSPA Data Protection Officer, Janovskeho 438/2 170 00 Prague 7, Czech Republic, dpo@euspa.europa.eu

Purpose of the processing:

- the management and administration of the grant procedure
- additionally, and only with regard to the personal data of the awarded applicant(s), the preparation of the grant agreement

Data concerned:

- Contact information of applicants, e.g. name and last name of authorised representatives, email address, postal address, telephone numbers, company/agency/body and department, country of establishment, position
- Financial information of applicants, e.g. bank account number, IBAN and BIC codes, address of respective bank branch
- Information that may be included in CVs of experts proposed by applicants: name and last name of proposed experts, educational background, professional experience including details on current and past employment, technical skills and languages etc.
- Data related to criminal convictions and offences of: (1) members of the administrative, management or supervisory body of applicants, (2) natural persons who have powers of representation, decision or control of the applicant, (3) owners of the applicants as defined in Article 3(6) of Directive (EU) 2015/849, (4) natural persons assuming unlimited liability for the debts of the applicants, (5) natural persons who are essential for the award or the implementation of the grant agreement; such data are collected through the submission of the declaration of honour (A5 Form)

It is specifically noted that:

- the abovementioned processing operations will not entail the processing of any special categories of personal data. If, however, an applicant submits such data at its own volition and without any specific request, it is implied that the data subject has given its consent to the processing of such data.
- the provision of personal data by the applicants is a requirement necessary to enter into the grant agreement

Legal bases: Article 5(1)(a), 5(1)(c), 10(2)(a) and 11 of Regulation (EU) 2018/1725

Lawfulness of the processing:

- Article 5(1)(a): the processing is necessary for the performance of a task carried out in the public interest, specifically the management and functioning of EUSPA through the launching of grant procedures.
- Article 5(1)(c): the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; EUSPA processes the personal data of the applicants at their request (through the submission of their proposals) in order to take the necessary steps prior to enter into the grant agreement with the awarded applicant(s).
- Article 11: the processing of personal data relating to criminal convictions and offences shall be carried out only when authorised by Union law; such processing, in the form of an extract from the judicial record or declaration of honour, is explicitly foreseen in the Financial Regulation (Articles 136-140)
- Article 10(2)(a): as explained above, in case any applicant submits special categories of data at its own volition and without any specific request, it is implied that the data subject has given its consent to their processing

Recipients of the data processed:

- a limited number of staff of EUSPA managing this grant procedure
- data processors:
 - a limited number of staff of EUSPA contractors assisting EUSPA staff in the management of this grant procedure
 - a limited number of staff of EUSPA contractors in charge of the provision of hosting services for EUSPA's servers
- bodies charged with a monitoring or inspection task in application of Union law (e.g. internal audits, Financial Irregularities Panel, European Anti-fraud Office – OLAF)
- members of the public: the winning entities will be announced to the public, which may also entail the announcement of the personal data of the representatives of such entities (e.g. name, last name)

Information on the retention period and storage locations of personal data:

- any information pertaining to this grant procedure shall be kept for up to 7 years following the end of the year when the grant agreement(s) has been awarded as a result of the grant procedure; files may also have to be retained until the end of a possible audit if one started before the end of the above period;
- all collected data may be stored:
 - electronically on EUSPA servers with access control measures (i.e. one or two factor authentication) hosted by EUSPA contractors which are located in the EU and abiding by the necessary security provisions
 - physically in secure storage cupboards in EUSPA HQ in Prague
 - electronically and physically on the servers/cupboards of the processors identified above (all of which are established in an EU Member State)

The data subjects' rights:

- Data subjects have the right of access, rectification and erasure of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per the applicable rules
- Data subjects have the right to object, on grounds relating to his or her particular situation, at any time to the processing of personal data concerning him or her. Requests shall be addressed to EUSPA Market Downstream and Innovation department at market@euspa.europa.eu by describing the request explicitly. It is noted that pursuant to such a request, the Controller shall no longer process the personal data unless the Controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims
- Data subjects may obtain their personal data, submitted to EUSPA, in a structured, commonly used and machine-readable format and transmit them to another controller, provided that there are grounds for the exercise of this right, as per the applicable rules
- Data subjects are entitled to lodge a complaint at any time with the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if they consider that their rights under the applicable rules on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data have been infringed as a result of the processing of their personal data by EUSPA
- Only in cases where the data subjects' consent is used as the legal basis for the processing of personal data (i.e. in case they have submitted special categories of data at their own volition and without any specific request), they can withdraw their consent at any time, without affecting the lawfulness of the processing before the withdrawal

Any request for the exercise of any of the abovementioned rights shall be addressed to EUSPA Market downstream and innovation department at market@euspa.europa.eu; data subjects are kindly requested to describe their requests explicitly.

16. PREPARATION AND STRUCTURE OF THE PROPOSAL, FORMS AND SUPPORTING DOCUMENTS

16.1. Preparation of the Proposals

Proposals shall be prepared in accordance with the scope of the Call (section 2.2), with a clear definition of the roles (Form A1), demonstrating that the consortium is composed of all the necessary competencies needed to achieve the objectives of the Call (section 2.1).

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 17.

Applicants will be informed in writing about the results of the selection process.

16.1.1. Non-Disclosure Undertaking – Access to Proprietary Information

The documents [AD-2] contains Proprietary Information and will be made available to the applicant subject to entering into a Non-Disclosure Undertaking (NDU) in the form provided under Annex XI according to the procedure described below.

The NDU must be signed only by the Coordinator or mono-beneficiary. With signing of the NDU, the Coordinator or mono-beneficiary, further irrevocably and explicitly declares to ensure that the provisions under the NDU shall apply wholly and unconditionally to any members of the consortium and any of the subcontractors and any personnel the Coordinator or mono-beneficiary may draw on for the preparation of the grant proposal.

For this purpose, the Coordinator or mono-beneficiary shall submit by the deadline specified in Section 3 above:

1. NDU duly filled in and signed using the form attached in Annex XI.
2. Proof that the person signing the NDU is authorised to represent the applicant.

If possible, applicants should submit the NDU only electronically to EUSPA-Grants@euspa.europa.eu signing it electronically with a Qualified Electronic Signature (QES) of the applicant. For the conditions of QES please see section 17.2.

In case an applicant prefers to submit it on paper, all documentation shall be sent to the following address:

European Union Agency for the Space Programme (EUSPA)
Procurement and Legal Department
Non-Disclosure Undertaking under grant procedure EUSPA/GRANT/05/2022
Janovského 438/2
170 00 Prague 7
Holešovice, Czech Republic

In parallel, the applicants shall send the documents above to EUSPA-grants@euspa.europa.eu to allow a faster treatment of the request.

Only entities which, according to the submitted Legal Identification Form and supporting documents, are established in a Member State of the European Union, Switzerland and Norway are eligible to receive proprietary information. In addition, the proprietary information is only available to potential applicants or subcontractors. EUSPA reserves the right to refuse the access to the proprietary information to entities which cannot provide sufficient evidence of capability to perform the grant.

Before disclosure of Proprietary Information to their co-applicants/subcontractors, the Coordinator shall ensure that such co-applicants/subcontractors:

- have proven need to know for the purpose of participation / supporting Coordinator's proposal for the present grant
- are bound by provisions equally onerous to those of the NDU signed by the Coordinator, and
- fulfil the conditions of the present call for proposals.

The EUSPA may request submission of the NDU signed by the co-applicants/subcontractors for verification.

Without prejudice to further legal measures, exchange of any proprietary information subject to NDU with any person who has not previously signed the relevant NDU may lead to exclusion from the grant procedure under the discretion of EUSPA.

Agreements previously signed by legal entities for access to the proprietary information not related to this grant procedure are not regarded as fulfilling the present requirements for the NDU.

Potential applicants that decided not to submit a proposal must destroy the Proprietary Information and send a destruction certificate to EUSPA. The destruction shall be certified in writing by the Recipient and sent to EUSPA to legal@euspa.europa.eu.

16.2. Structure of the Proposals

Proposals shall include the following:

Administrative Proposal (A1-A5)	Technical Proposal (B1, B3)	Financial Proposal (C1)
A1: Consortium Composition A2: Coordinator profile A3: Co-Applicant profile A4: Declaration of honour A5: Financial capacity ratios Relevant supporting documents	B1: Technical proposal B2: Operational capacity form	C1: Preliminary estimated Budget

16.2.1. Administrative Proposal (A1-A5)

Administrative Proposal (A1-A5):

- A1 – Consortium Composition
- A2 – Coordinator profile
- A3 – Co-Applicant profile
- A4 – Declaration of honour
- A5 – Financial capacity ratios

The A5 form shall be submitted as both PDF (.pdf) and excel (.xls) formats. For the PDF, please fill in the A5 form in excel provided, print it, sign each sheet of the excel and create a PDF.

The following supporting documents shall be provided:

The **single applicant** and the **coordinator**:

- Financial information form (FIF) and corresponding supporting documents:
 - FIF can be downloaded from the following website:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
 - FIF must either include the bank’s stamp and signature on the form itself or FIF must be accompanied by the relevant bank statement

All applicants and any affiliated entities:

- Legal entity form (LEF) and corresponding supporting documents:
 - A specific LEF form in all official languages of the EU can be downloaded from the following website (use of the English form is preferred):
https://ec.europa.eu/info/publications/legal-entities_en
 - In addition to the above:
 - **private legal person(s) shall provide:** extract from the official journal, copy of articles of association, extract of trade or association register and a copy of the certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
 - **public legal person(s) shall provide:** a copy of the resolution, law, decree or decision establishing the public body, or as an alternative, any other official document establishing the public legal person by the national authorities may be submitted;
 - **a natural person(s):** legible photocopy of identity card and/or passport OR an official VAT document (if applicable).

16.2.2. Technical Proposal (B1-B2)

B1 – Technical Proposal

B2 – Operational capacity form

Technical Proposal (B1-B2):

B1 – Technical proposal. The applicant(s) are requested to at least:

- a) Identify the target use case/application(s), type(s) of device and the specific user needs, in terms of challenges and gaps to be filled according to the existing solutions to enable the notification of emergencies to the user based on Galileo Emergency Warning Satellite Service. It will be the preliminary version of justification file for the selected target applications.
- b) Provide a preliminary version of the user requirements, at application and hardware level.
- c) Provide a description of the methodology for the Galileo EWSS-enabled device design and development, specifying how the design and implementation of the device will consider the resolution of the main challenges without impacting the capacity of the device to provide other required functions.
- d) Provide a preliminary version of the device functional verification and performance validation – Test plans, cases and procedures.
- e) Provide a preliminary version of the work plan, that will define inter alia the project workflow, the main milestones, tasks and deliverables.
- f) Provide a preliminary version of the business plan including relevant information for the Intellectual Property Management (IPR) in case of multi-beneficiary proposal (i.e. the plan for managing the IPRs among the different co-beneficiaries once the device is finalised).
- g) Provide a preliminary risk assessment, including technical implementation and business-related risks.
- h) Provide a preliminary version of the dissemination plan.
- i) Define the planning for submission of all deliverables, i.e. “deliverables plan” as well as their nature and format (document, prototype, multimedia, etc.). It should be coherent with the work plan aiming at properly conducting the activities in the scope of the project. The timing of deliverables (including provision of upgraded versions when deemed appropriate) will be carefully assessed by the EUSPA in the evaluation stage as specified in section 10.

B2 – Operational capacity form:

Applicants must prove in this form they have the **operational technical capacity** to complete the activities presented in their proposal.

In particular:

- The team responsible for the activities must have a relevant technical competence,
- Applicant(s) shall have a high degree of specialisation in the areas pertaining to the activities subject to the proposal, especially they shall demonstrate their knowledge and relevant expertise in the applicable market selected e.g. mass market, sports, automotive, agriculture, maritime, aviation, etc.
- Applicant(s) must have relevant experience in design, development, integration, demonstration and/or manufacturing of GNSS-based products or solutions and in the field of R&D.

The technical proposal (B1-B2 Forms) constitutes the core of your proposal. These forms shall be submitted using the template provided with this call, consisting of a list of headings. It is recommended to follow this structure when presenting the technical content. The templates are designed to highlight those aspects that will be assessed against the evaluation criteria. They cover, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impact that might be expected to arise from the proposed work. Additional information or descriptive document may be provided by applicants as an annex.

16.2.3. Financial Proposal (C1)

C1 – Preliminary Estimated Budget

The C1 form shall be submitted in excel (.xls) format.

Please note that figures shall be indicated in C1 form. In case figures are indicated in other forms, please include a cross reference only. If inconsistencies are present between C1 and other forms the figures in C1 form will prevail.

16.3. Forms and Supporting Documents

The following documents need to be signed by the authorised representative: form A4 and NDU.

The signature can be either:

- blue ink on paper
- Qualified electronic signature: please see conditions specified in section 17.2.

The table below provides an overview of Forms which shall be **submitted by the applicants**. Every actor specified below is responsible to fill them duly in (coordinator and/or co-applicants and/or an affiliated entity). The table below reflects on who has to fill out what kind of forms. This information shall be reflected in the cover page of the A forms prepared by the single applicant/coordinator.

Forms/Documents	Single applicant/Coordinator	Co-applicant	Affiliated entity
A1 – A2 – B1	X		
NDU (Annex XI), if applicable	X		
A3		X	
A4 – A5 – B2 – C1	X	X	X
FIF and supporting documents	X		
LEF and supporting documents	X	X	X

16.4. Documents which may be requested during the course of the evaluation or after award by EUSPA

Supporting documents related to Declaration of Honour (Form A4):

- For situations described in point (5) (a), (c), (d), (f), (g) and (h) of the Form A4, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the entity showing that those requirements are satisfied.
- For the situations described in point (5) (a) and (b) of the Form A4, recent certificates issued by the competent authorities of the country of establishment. These documents must provide evidence covering all taxes and social security contributions for which the entity is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

17. SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set in this section.

The applicants are not allowed - in any respect - to change the scope and the content of the proposal(s), till the signature of the grant agreement. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, EUSPA may contact the applicant for this purpose during the evaluation process.

The proposal may be submitted in any of the official languages of the European Union with a preference to **English version**.

17.1. Means of submission of the proposal

The proposal can be submitted in one of the 2 ways by the deadline specified below.

1. in a paper version
2. in electronic version

1. Paper submission

The proposals submitted on paper shall always also contain 2 (two) copies of USB storage devices containing the full set of proposal documents in machine-readable format (standard Office 2003 and Adobe PDF 2008 or later). In case of doubt or outright divergence between the physically submitted proposal and the content provided in electronic format (on the USB-storage devices), the physical documents shall always take precedent.

2. Electronic submission

The applicant may submit its proposal only electronically on 3 (three) CD-ROM, DVD or USB sticks with the full set of documents. The documents on these media must be identical and they shall be in machine

readable format (MS Office 2003 or later, or Adobe Reader Version 8.0 or later). These medias must be inserted in a sealed envelope as described below.

The electronic version of the proposal is considered as original.

Applicants must ensure that the electronic medias and files are readable. In particular, they must take all the necessary measures to protect them during the transport to avoid any damage to them.

Applicants are advised to:

- use, and include into the sealed envelope, different types of media (e.g. DVD and different types of USB sticks) in order to eliminate the risk of non-readable media and files.
- create hashes of submitted files (in the form of algorithm MD5, SHA-256 or higher) and insert them, preferably as a paper printout, into the sealed envelope, together with the media.
- ensure that the data on these media cannot be altered.

If the submitted media and files are not readable, the applicant will have the possibility to resubmit the media upon condition that:

- hashes of the original files have been created;
- hashes of the re-submitted files are created and such hashes are strictly identical to the hashes of the original files inserted into the sealed envelope.

If the submitted media and files are not readable and the applicant does not resubmit media and files which are strictly identical to the original ones and related hashes, within a reasonable delay upon notification by EUSPA that the files submitted cannot be read, the proposal will be rejected.

17.2. Possibility to sign the documents electronically

The documents which must be signed according to the call for proposals (section 16.2) may be signed electronically with a qualified electronic signature (QES) of the applicant. Please note that only QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.

This electronic signature must be provided by a provider which has a qualified status granted by a national competent authority of an EU Member State and which is listed in the national eIDAS Trusted Lists and the EU List of eIDAS Trusted Lists (LOTL) (available at <https://webgate.ec.europa.eu/tl-browser/#/>).

Therefore, before sending to EUSPA your electronically signed document(s), we recommend you to check the signature and validity of the certificate with one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/digital-building-blocks/DSS/webapp-demo/validation> can help you check the validity of a certificate by indicating the number and type of valid signatures in a document.
- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://webgate.ec.europa.eu/tl-browser/#>

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

17.3. Deadlines for submission

The deadline for the submission of the proposals will be considered met when the proposal is sent by post mail, express mail or commercial courier not later than 23:59 of the date indicated in section 3 above as well as below. This deadline is therefore respected even if the proposal is received by the EUSPA after this deadline under the condition that it was sent before the deadline.

The proposals shall be submitted as indicated above:

- a. by post or by courier not later than **31/07/2023**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below
- b. delivered by hand not later than **31/07/2023 at 17:00** Prague local time to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the EUSPA personnel who took delivery.

For cases where the proposal is submitted in a paper version:

EUSPA is open from 09.00 to 17.00 Monday to Thursday, and from 9.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and national holidays.

Proposals must be placed inside a sealed envelope. The envelope, addressed as indicated below, should be marked as follows: "**CALL FOR PROPOSALS EUSPA/GRANT/04/2022 – NOT TO BE OPENED**". If the self-adhesive envelope is used, it must be sealed with adhesive tape and the sender must sign across this tape.

CALL FOR PROPOSALS

EUSPA/GRANT/04/2022

EMERGENCY WARNING SATELLITE SERVICE - GALILEO DEVICES

EUSPA – Legal and Procurement Department

Janovského 438/2, 170 00 Prague 7- Czech Republic

18. EVALUATION OF PROPOSALS, AWARD AND RESERVE LIST

18.1. Evaluation of Proposals

All applications will be examined and assessed by an Evaluation Committee. The assessment of each proposal will be based on the information provided by the applicants in the proposal submitted in reply to the call for proposals. The information will be assessed in light of the admissibility, eligibility, exclusion, selection and award criteria set out in the Call for Proposals.

The Evaluation Committee may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, in particular in the case of evident material errors.

At the end of the evaluation:

- the best proposal(s) will be proposed for the award,
- placed on the reserve list in case of not available funding,

- rejected, stating the reasons for rejection.

After the completion of the evaluation, applicants will be informed in writing about the results of the evaluation.

18.2. Award of the grant agreement

EUSPA may invite the applicant(s), whose proposal has been recommended for the award by the Evaluation Committee, to introduce minor adjustment to the proposal. In that case, the applicant would receive a letter setting out the proposed modifications. The modified proposal shall address the modification proposed by EUSPA **only**. This phase will not lead to a re-evaluation of the proposal.

A decision to reject an application can be based on the following grounds:

- the application does not comply with the admissibility criteria as set out in section 6 above;
- the application does not comply with the eligibility criteria as set out in section 7 above;
- the applicant(s) does(do) not comply with the exclusion criteria as set out in section 8 above;
- the applicant(s) does(do) not comply with the financial capacity as specified in section 9.1 above;
- the applicant(s) does(do) not comply with the operational capacity as specified in section 9.2 above;
- the proposal has not reached the minimum scores as indicated in the award criteria detailed in section 10 above;
- the score obtained by the proposal is not ranked amongst the best proposals considered for the award.

If the applicant believes that there was maladministration he can lodge a complaint to the European Ombudsman for alleged maladministration within two years of the date when he became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>).

The court responsible for hearing annulment procedures is the General Court of the European Union:

General Court
Rue du Fort Niedergrünwald
L-2925 Luxembourg
tel.: (+352) 4303 1 fax: (+352) 4303 2100
e-mail: GeneralCourt.Registry@curia.europa.eu
URL: <http://curia.europa.eu>

18.3. Reserve list

EUSPA may place proposals – which were not considered for award of the grant due to inferior score or lack of budget – on a reserve list. Should additional budgetary appropriations become available, the applicants will be informed according to their ranking on the reserve list about the potential award of the grant.

19. CONTACTS

Contacts between EUSPA and potential applicants can only take place in certain circumstances and under the following conditions:

Before the final date for submission of proposals:

- At the request of the applicant, EUSPA may provide additional information solely for the purpose of clarifying the nature of the call. The request cannot be made after **14/07/2023**.
- Any requests for additional information must be made in writing only to the contact details stated below.
- EUSPA may, on its own initiative, publish corrigenda in case of inaccuracy, omission or other clerical error in the text of the call for proposals.
- Any additional information including that referred to above will be published on EUSPA internet page (<https://www.euspa.europa.eu/opportunities/grants>) on which the call for proposals is published.

After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, EUSPA will contact the applicant provided the terms of the proposal are not modified as a result.
- If EUSPA finds that the proposal, chosen for the award, could be improved by minor adaptations (see Section 18.2 above).

Contact details for the call:

EUSPA: Legal and Procurement Department

E-mail address: EUSPA-Grants@euspa.europa.eu

Office address: EUSPA, Janovského 438/2, 170 00, Prague 7, Czech Republic

REMINDER: when sending any correspondence to EUSPA, please refer in the subject (of the email or of the letter) to the relevant reference number of the Call: **EUSPA/GRANT/04/2022** – the failure of doing so might delay the timely response of EUSPA.

20. ANNEXES

ID	Document Title
Annex I	A1-A4 forms
Annex II	A5 Form
Annex III	B1-B2 forms
Annex IV	C1 form
Annex V	Mono-beneficiary draft Grant Agreement
Annex VI	Multi-beneficiaries draft Grant Agreement
Annex VII	Model financial statement (Annex V to Mono GA and Annex VI to Multi GA)
Annex VIII	Model ToR for Certificate on the financial statements (Annex VI to Mono GA)
Annex IX	Model ToR for Certificate on the financial statements (Annex VII to Multi GA)

Annex X	Unit costs rates (Annex X to Mono GA and Annex XI to Multi GA)
Annex XI	Non-Disclosure Undertaking

21. APPLICABLE DOCUMENTS

ID	Document Title
[AD-1]	Galileo – Open Service – Signal In Space Interface Control Document (OS SIS ICD v2.0) https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OS_SIS_ICD_v2.0.pdf
[AD-2]	Galileo Emergency Warning Satellite Service Signal in Space Interface Control Document (upon request – for details see section 16.1.1 above)
[AD-3]	Galileo Emergency Warning Message Format (to be provided at the kick-off meeting – See Figure 1 for reference)

22. REFERENCE DOCUMENTS

ID	Document Title
[RD-1]	Galileo Emergency Warning Satellite Service Guidelines for Manufacturers (will be made available for awarded beneficiaries at the Kick-off meeting)
[RD-2]	Galileo OSNMA User ICD for Test Phase (v1.0), 2021 https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OSNMA_User_ICD_for_Test_Phase_v1.0.pdf
[RD-3]	Galileo OSNMA Receiver Guidelines for Test Phase (v1.0), 2021 https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OSNMA_Receiver_Guidelines_for_Test_Phase_v1.0.pdf
[RD-4]	Galileo OSNMA Info Note, issue 1, 2021 https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OSNMA_Info_Note.pdf
[RD-5]	EUSPA EO and GNSS Market Report, issue 1, 2022, https://www.euspa.europa.eu/sites/default/files/uploads/euspa_market_report_2022.pdf

23. DEFINITIONS, ABBREVIATIONS

Term/Abbreviation	Description/Definition
CDR	Critical Design Review
EC	European Commission
EUSPA	European Union Agency for the Space Programme
EWM	Emergency Warning Message
EWSS	Emergency Warning Satellite Service
FR	Final Review
GNSS	Global Satellite Navigation System
HW	Hardware
KOM	Kick-Off Meeting
KPIs	Key performance Indicators
IPR	Intellectual Property Rights
I/NAV	Integrity Navigation Message
OS	Open Service
OSNMA	Open Service Navigation Message Authentication
PDR	Preliminary Design Review
PNT	Precise Navigation and Timing
RLM	Return Link Message
RLS	Return Link Service
RLSP	Return Link Service Provider
SAR	Search and Rescue
SRR	Solution(s) Requirement Review
SW	Software
TRL	Technology Readiness Level
TRR	Test Readiness Review
VDES	VHF Data Exchange System
VHF	Very High Frequency