

## **CALL FOR PROPOSALS**

**EUSPA/GRANT/05/2022**

**CORRIGENDUM (SECTIONS 3, 17.3 AND 19)**

**New SAR beacons for maritime**

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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 Regulation<sup>1</sup>. 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.

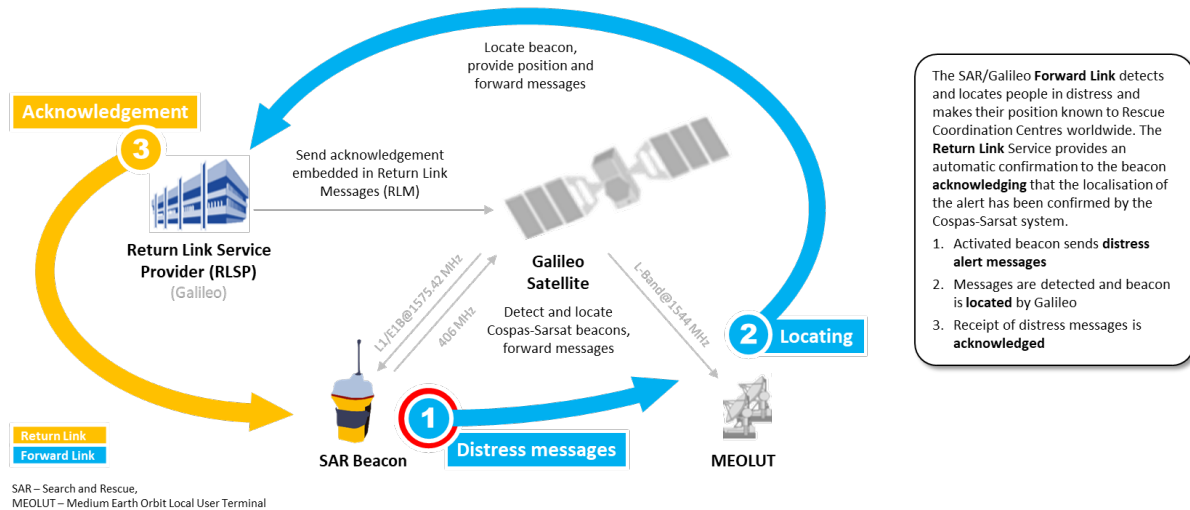
Galileo, one of the components of the EU Space Programme, is a global navigation system. It is a system under civilian control, intended to provide robust navigation services to users. With the Declaration of Galileo Initial Services in 2016, Galileo officially moved to the operational service provision. 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.

Galileo Search and Rescue (SAR) is the EU contribution to Cospas-Sarsat Medium Earth Orbit Search and Rescue (MEOSAR) programme, saving approximately 3500 lives per year. Galileo provides 2 services today: The Galileo Forward Link and the Galileo Return Link.

- **The Galileo Forward Link Service** was declared operational in 2016. Galileo satellites are used to retransmit the distress signals coming from an emergency beacon to the ground segment, where the alarm is processed and the confirmed location is sent to the Rescue coordination centres.
- **The Galileo Return Link Service (RLS)** was declared operational in 2021. After reception of distress signal, the ground segment sends via Galileo satellites an acknowledgement receipt to the active emergency beacon, informing the user that the alarm has been processed.

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<sup>1</sup>Regulation (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 SAR/Galileo **Forward Link** detects and locates people in distress and makes their position known to Rescue Coordination Centres worldwide. The **Return Link** Service provides an automatic confirmation to the beacon **acknowledging** that the localisation of the alert has been confirmed by the Cospas-Sarsat system.

1. Activated beacon sends **distress alert messages**
2. Messages are detected and beacon is **located** by Galileo
3. Receipt of distress messages is **acknowledged**

Figure 1: Galileo SAR Forward Link and Return Link services

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

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 on **new SAR beacons for maritime** is launched in the context of the Fundamental Elements scheme.

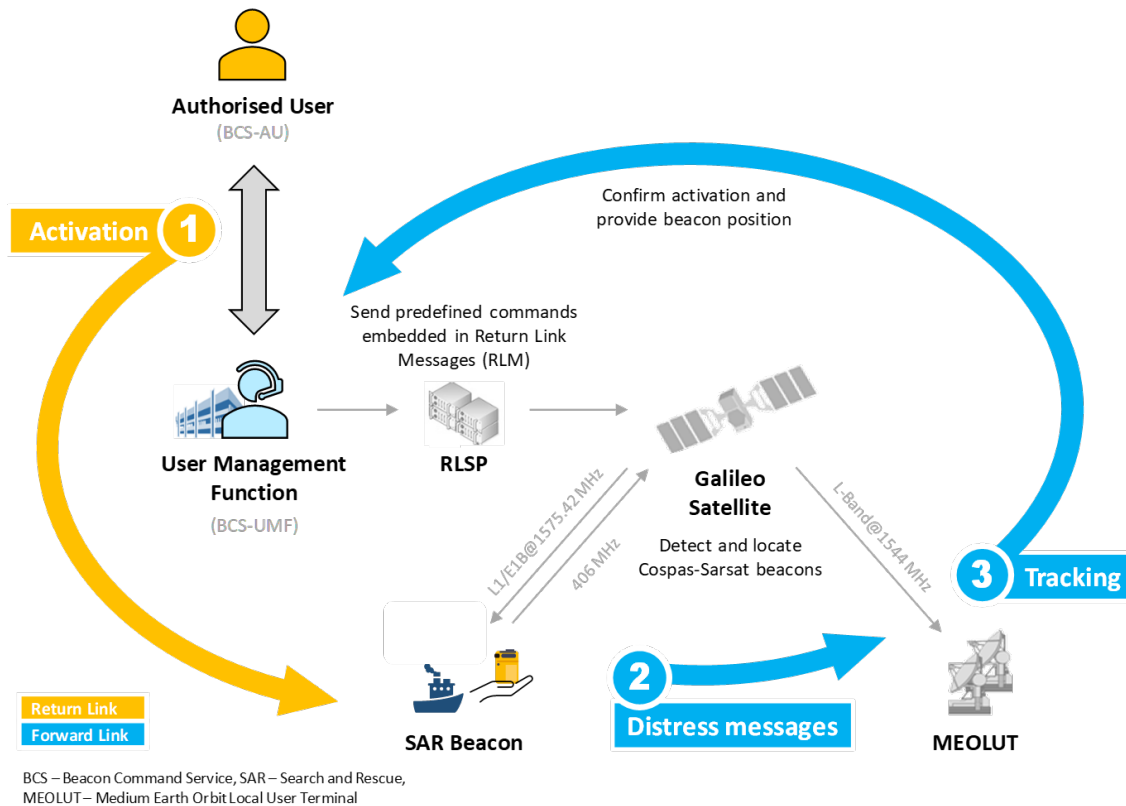
The first developments, integrating the return link capability in emergency 406MHz beacons, are allowing to receive an acknowledgment message from Galileo ground infrastructure, after the beacon is activated, and informing the user that their request for help has been received and processed.

However, there are situations where the search and rescue beacons are not manually or automatically activated and because of that the rescue teams are not able to find the person/people in distress on time.

The current call foresees the development of new beacons with the capacity to be continuously reading the Galileo return link messages embedded in the navigation message. This allows the Galileo ground segment to provide specific information that can be relevant to emergency beacons. For example, it would be possible to request a specific beacon to be remotely activated. This service is called Galileo Remote SAR Beacon Activation (RBA). Main challenges identified for this are to:

1. provide a secondary source of power, independent of the main battery (e.g. as done for the case of Emergency Locator Transmitter for Distress Tracking (ELT-DTs) [AD-4], [AD-5]),
2. locate properly the beacon and the antennas to receive Galileo signals and transmit 406MHz signals,
3. allow for an automatic deployment of the transmitting antenna or to have it always deployed,
4. be compatible with all functionalities requested from these emergency beacons,
5. define testing procedures.

Figure 2 shows in a schematic way the operational process, where following the request of an authorised user, which will normally be a Maritime Rescue Coordination Centre (or a Joint RCC) connected to a Mission Control Centre (MCC), Galileo ground segment will send a return link message targeting a specific beacon requesting its activation (or its deactivation). Once the beacon is activated and transmission is started the same flow of information will follow as in the previous figure (Figure 1). Provided that they are connected to an MCC, MRCC/JRCC will receive at the end of the process the information, related to the position of the beacon activated, via the already existing mechanisms.



**Figure 2: SAR/Galileo Beacon Command Service High-Level Concept for Remote Beacon Activation**

The fact that the beacon needs to be monitoring continuously all the return link messages, embedded in the navigation messages of all satellites in view, could also be used to identify activated RLS-enabled beacons that might be considerably close (e.g. within a 100nm radius). This enables the possibility to share the position of an activated RLS-enabled beacon with other users with RLS-enabled beacons with the objective to get the support from other vessels in the area for rescue activities. The challenge in this case is how and where to display the information received to make the user aware, and thus to initiate a contact with the competent SAR Forces in the area to support potential rescue activities. One possibility is to have the beacon connected to the bridge and to display the information received in the Electronic Chart Display and Information System (ECDIS). Another possibility is to integrate a display in the beacon. The latter case could also be used to prepare the beacon for future developments to display messages provided by the MRCC to the beacon owner enabling a two-way communication.

A similar service concept was developed for the civil aviation sector and standardized in Eurocae ED-277 [RD-6] in 2021, where the beacons used are continuously powered.

### 1.3. Legal basis of the call

This call is based on the EU Space Programme Regulation<sup>2</sup> 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=205](https://www.euspa.europa.eu/sites/default/files/euspa-oed-spr-rpt-a14608_2.0_spd_2022-2024_0_0.pdf#page=205)), EUSPA is launching a call for proposals to design, develop, test and validate new SAR beacons for maritime.

## 2. OBJECTIVES AND SCOPE OF THE CALL

### 2.1. Objective of the call for proposals

The objective of this grant is to design, develop, test and validate **new SAR beacon for maritime** with the capacity to be continuously monitoring return link messages embedded in the navigation message and with the capacity to react to different requests. 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 “**new SAR beacon for maritime**” is meant a fully functioning return link-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)<sup>3</sup> of 7. The minimum functionality to be implemented is the capacity to be **remotely activated and deactivated** when receiving such a command via the return link messages embedded in the navigation messages.

The beacon 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 beacon, and address the requirements inherent for that application. In particular:

- The market segment(s) addressed, e.g. vessels under the safety of life at sea regulations (SOLAS), fishing vessels, aquaculture support vessels, leisure vessels, other non-SOLAS vessels.
- The type of beacon(s) to be developed, e.g. Ship Security Alert System (SSAS), Emergency Position-Indicating Radio Beacon (EPIRB), Personal Locator Beacon (PLB).
- A proposal for the secondary source of power to be used, e.g. dock station, secondary rechargeable battery, etc.

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<sup>2</sup>Regulation (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

<sup>3</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014\\_2015/annexes/h2020-wp1415-annex-g-trl\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf)



- A proposal for the solution of the transmitting antenna, e.g. permanently deployed, automatically deployable.

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 monitoring of the return link messages available in the navigation messages in all satellites in view and the capacity of the beacon to be remotely activated/deactivated shall be clearly explained in the proposal.

The activities shall focus on the development of a RL-enabled beacon with the capacity of being remotely activated and to effectively transmit in 406MHz, 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 beacon 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. Documents [AD-2] and [AD-3] are 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.

## 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 **new SAR RLS-enabled beacon for maritime with remote activation/deactivation capability** to be developed. 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 beacon 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 remote activation/deactivation capability, 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 (i.e. SOLAS vessels, fishing vessels, leisure vessels, other non-SOLAS vessels) and the type of beacon to develop (i.e. SSAS, EPIRB, PLB).

For the identified market segment(s) and type(s) of beacon, the applicant shall in particular define and quantify the requirements related to the secondary source of power and the antenna so that to ensure a continuous monitoring of the navigation message and the possibility to start transmitting at any time. 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.

### 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.

If relevant, the applicant shall specify the number of beacons to be developed during the project<sup>4</sup>.

### **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 beacon to be monitoring continuously all return link messages (RLM) provided by all satellites in view;
- 2) the capacity of the beacon to start transmitting immediately after reception of a request of activation and
- 3) the capacity to stop transmitting immediately after reception of a request of deactivation.

For all of them, 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 Task 4 for the demonstration). The results of the tests in the laboratory, including the logs obtained from the beacon, shall be used to validate the protocols and the pass/failed criteria defined.

### **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 calendar for the participation in the appropriate standardisation bodies.

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 (e.g. MRCC,

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

vessels owner/operator, etc). EUSPA will contribute in this process offering the availability of the RLSP Test Bed for the demonstration.

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 beacon 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
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  |
| Application selection and user requirements document |     | 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) | <b>Publication of the call</b>                             | <b>22 March 2023</b>           |
| b) | Deadline for submitting NDU <sup>5</sup>                   | 8 June 2023                    |
| c) | Deadline for request for clarifications                    | 15 June 2023                   |
| d) | Publication of the clarifications                          | 22 June 2023                   |
| e) | <b>Deadline for submitting applications</b>                | <b>31 June 2023</b>            |
| f) | Evaluation period  | July-September 2023            |
| g) | Information to applicants on the outcome of the evaluation | October 2023                   |
| h) | <b>Signature of the grant agreement</b>                    | <b>November 2023</b>           |

**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

<sup>5</sup> Non-Disclosure Undertaking – for more details please see section 16.1.1

starting the action prior to signature of the Grant Agreement<sup>6</sup>. 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 4.000.000**

**Indicative number of projects: three 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.

## 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.

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<sup>6</sup> Article 193(2) of the Financial regulation

## **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**

Subcontracting<sup>7</sup> 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/EC<sup>8</sup> or contracting entities in the meaning of Directive 2014/25/EC<sup>9</sup> 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 comply with the eligibility criteria indicated in the grant agreement (see also point 2.8 in section 12.2.3 below) 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.**

<sup>7</sup> Article 205 of the Financial Regulation

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

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

## 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-financing<sup>10</sup>.

**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 established<sup>11</sup> 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.

**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.

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

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



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 Regulation<sup>12</sup> 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](http://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 12.4 below);
- 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. SOLAS vessels, fishing vessels, aquaculture support vessels, leisure vessels, other non-SOLAS vessels.
- 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 |
|--|------------|
| <b>1. Relevance of the proposal to the objectives of the call, credibility of the proposed approach and innovation level of the solution proposed;</b>   | <b>50</b>  |
| <i>Relevance of the selected target application(s) and type(s) of beacon for the implementation of remote beacon activation capability with respect to other existing solutions in the market.</i>                   | 20         |
| <i>Relevance and quality of the proposed technologies and services to be implemented in the beacon in terms of innovation to cope with the main challenges identified</i>  | 20         |
| <i>Effectiveness of the methodology for testing, verification and validation of the proposed solution</i>  | 10         |
| <b>2. Impact in terms of economic and public benefits derived from the proposal</b>  | <b>20</b>  |
| <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         |
| <b>3. Credible and effective dissemination plan for the results in the best interest of the European Union</b>   | <b>10</b>  |
| <b>4. Coherence and effectiveness of the work plan and appropriateness of the allocation of tasks and resources</b>  | <b>20</b>  |
| <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         |
| <b>Maximum total score</b>   | <b>100</b> |

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 documents<sup>13</sup> 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.**

## 12. FINANCIAL PROVISIONS

When preparing their proposal, applicants shall observe the elements described in the following sub-sections 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

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<sup>13</sup> Please refer to section 16.4

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-retroactivity<sup>14</sup>

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-financing<sup>15</sup>

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 rule<sup>16</sup>

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 beneficiary<sup>17</sup>.

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 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 budget<sup>18</sup>

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>).

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<sup>14</sup> Article 193 of the Financial Regulation

<sup>15</sup> Article 190 of the Financial Regulation

<sup>16</sup> Article 192 of the Financial Regulation

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

<sup>18</sup> Article 196 (1) e) of the Financial Regulation

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/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_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:

- 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](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 costs<sup>19</sup> 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:

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<sup>19</sup> Indirect costs = 7% \* (total eligible direct costs - subcontracting)

- 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 profit<sup>20</sup> 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 documents<sup>21</sup> [*including relevant supporting documents where appropriate*]:

- 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 accounts*<sup>22</sup>].

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).

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<sup>20</sup> See section 12.1 of this Call for Proposal.

<sup>21</sup> Art. 202 and 203 of the Financial Regulation

<sup>22</sup> Art. 203 (4) of the Financial Regulation

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  |
|------------------------------|---|------------------|---|
| <b>Pre-financing payment</b> | 30%   | N/A              |   |
| <b>Interim payment</b>       | max 30%   | Interim Review   | Based on the actual requested contribution (i.e. actual expenditure). |
| <b>Final payment</b>         | 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 order<sup>23</sup>.

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, 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.

<sup>23</sup> Article 101, 115 and 203 of the Financial Regulation

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](mailto:market@euspa.europa.eu)
- **Data Protection Officer:** EUSPA Data Protection Officer, Janovskeho 438/2 170 00 Prague 7, Czech Republic, [dpo@euspa.europa.eu](mailto: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](mailto: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](mailto: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](mailto: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] and [AD-3] contain 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](mailto: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](mailto: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](mailto:legal@euspa.europa.eu).

## **16.2. Structure of the Proposals**

Proposals shall include the following:

| <b>Administrative Proposal (A1-A5)</b>   | <b>Technical Proposal (B1, B3)</b>                      | <b>Financial Proposal (C1)</b>   |
|--|---|----------------------------------|
| A1: Consortium Composition<br>A2: Coordinator profile<br>A3: Co-Applicant profile<br>A4: Declaration of honour<br>A5: Financial capacity ratios<br>Relevant supporting documents | B1: Technical proposal<br>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](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):  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)
  - 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 beacon and the specific user needs, in terms of challenges and gaps to be filled according to the existing solutions to enable the remote activation and deactivation. 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 beacon design and development, specifying how the design and implementation of the beacon will consider the resolution of the main challenges without impacting the capacity of the beacon to comply with the minimum requirements for type approval defined by Cospas-Sarsat for return link enabled beacons [AD-4, AD-5].
- d) Provide a preliminary version of the beacon 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. SOLAS vessels, fishing vessels, aquaculture support vessels, leisure vessels, other non-SOLAS vessels.
- 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.**

**The following documents need to be signed by the authorised representative:** forms A2-A5.

The signature can be either:

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

**16.3. Forms and Supporting Documents**

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 **30/06/2023**, 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 **30/06/2023 at 16:00** 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/05/2022 – 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/05/2022**  
**NEW SAR BEACONS FOR MARITIME**  
**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](mailto: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 **15/06/2023**.
- 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](mailto: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/05/2022** – 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   | NDU   |

## 21. APPLICABLE DOCUMENTS

| ID     | Document Title   |
|--------|--|
| [AD-1] | Galileo – Open Service – Signal In Space Interface Control Document (OS SIS ICD v2.0)<br><a href="https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OS_SIS_ICD_v2.0.pdf">https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OS_SIS_ICD_v2.0.pdf</a> |

|        |   |
|--------|---|
| [AD-2] | Galileo Remote Beacon Activation Signal in Space Interface Control Document (upon request – for details see section 16.1.1 above)   |
| [AD-3] | Galileo Remote Beacon Activation Message Format (upon request – for details see section 16.1.1 above)   |
| [AD-4] | C/S T.001 - Specification for Cospas-Sarsat 406 MHz Distress Beacons<br><a href="https://www.cospas-sarsat.int/images/stories/SystemDocs/Current/T001-MAR-25-2022.pdf">https://www.cospas-sarsat.int/images/stories/SystemDocs/Current/T001-MAR-25-2022.pdf</a>                   |
| [AD-5] | C/S T.018 - Specification for Second-Generation Cospas-Sarsat 406-MHz Distress Beacons<br><a href="https://www.cospas-sarsat.int/images/stories/SystemDocs/Current/T018-MAR-25-2022.pdf">https://www.cospas-sarsat.int/images/stories/SystemDocs/Current/T018-MAR-25-2022.pdf</a> |

## 22. REFERENCE DOCUMENTS

| ID     | Document Title   |
|--------|--|
| [RD-1] | Galileo Remote Beacon Activation 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<br><a href="https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OSNMA_User_ICD_for_Test_Phase_v1.0.pdf">https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OSNMA_User_ICD_for_Test_Phase_v1.0.pdf</a>                                  |
| [RD-3] | Galileo OSNMA Receiver Guidelines for Test Phase (v1.0), 2021<br><a href="https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OSNMA_Receiver_Guidelines_for_Test_Phase_v1.0.pdf">https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OSNMA_Receiver_Guidelines_for_Test_Phase_v1.0.pdf</a> |
| [RD-4] | Galileo OSNMA Info Note, issue 1, 2021<br><a href="https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OSNMA_Info_Note.pdf">https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_OSNMA_Info_Note.pdf</a>  |
| [RD-5] | EUSPA EO and GNSS Market Report, issue 1, 2022,<br><a href="https://www.euspa.europa.eu/sites/default/files/uploads/euspa_market_report_2022.pdf">https://www.euspa.europa.eu/sites/default/files/uploads/euspa_market_report_2022.pdf</a>   |
| [RD-6] | ED-277: MAPS for Aircraft Emergency Locator Transmitter Remote Command Via Return Link Service, 2021.<br><a href="https://eshop.eurocae.net/eurocae-documents-and-reports/ed-277/#">https://eshop.eurocae.net/eurocae-documents-and-reports/ed-277/#</a>   |

## 23. DEFINITIONS, ABBREVIATIONS

| Term/Abbreviation | Description/Definition                            |
|-------------------|---|
| CDR               | Critical Design Review                            |
| EC                | European Commission                               |
| ECDIS             | Electronic Chart Display and Information System   |
| ELT-DT            | Emergency Locator Transmitter – Distress Tracking |
| EPIRB             | Emergency Position-Indicating Radio Beacon        |
| EUSPA             | European Union Agency for the Space Programme     |

|        |  |
|--------|--|
| FR     | Final Review                                   |
| GNSS   | Global Satellite Navigation System             |
| HAS    | High Accuracy Service                          |
| HW     | Hardware                                       |
| KOM    | Kick-Off Meeting                               |
| KPIs   | Key performance Indicators                     |
| IPR    | Intellectual Property Rights                   |
| JRCC   | Joint Rescue Coordination Centre               |
| MCC    | Mission Coordination Centre                    |
| MEOSAR | Medium Earth Orbit Search and Rescue           |
| MRCC   | Maritime Rescue Coordination Centre            |
| NDU    | Non-Disclosure Undertaking                     |
| nm     | Nautical Miles                                 |
| OS     | Open Service                                   |
| OSNMA  | Open Service Navigation Message Authentication |
| PDR    | Preliminary Design Review                      |
| PLB    | Personal Locator Beacon                        |
| PNT    | Precise Navigation and Timing                  |
| RBA    | Remote beacon activation                       |
| RLM    | Return Link Message                            |
| RLS    | Return Link Service                            |
| RLSP   | Return Link Service Provider                   |
| SAR    | Search and Rescue                              |
| SOLAS  | Safety of Life at Sea                          |
| SRR    | Solution(s) Requirement Review                 |
| SSAS   | Ship Security Alert System                     |
| SW     | Software                                       |
| TRL    | Technology Readiness Level                     |
| TRR    | Test Readiness Review                          |