



**CALL FOR PROPOSALS**  
**CORRIGENDUM (SECTIONS 6, 20 AND 22)**

**EUSPA/GRANT/03/2021**

**Support for Galileo/EGNOS Performance Monitoring Activities**

## TABLE OF CONTENTS

1.	CONTEXT .....	4
1.1.	Overview .....	4
1.2.	Introduction .....	4
1.3.	Legal basis of the call .....	6
2.	OBJECTIVES AND SCOPE OF THE CALL .....	6
2.1.	Scope of the call for proposals.....	6
2.2.	Objectives of the call for proposals .....	6
3.	ACTIVITIES TO BE COVERED BY THE FRAMEWORK PARTNERSHIP AGREEMENT.....	7
3.1.	Activities.....	7
3.2.	Core Activities .....	8
3.3.	Outputs expected from the implementation of activities .....	9
4.	ELIGIBLE ACTIVITIES FOR THE FIRST SPECIFIC GRANT RELATED TO GALILEO .....	9
5.	ELIGIBLE ACTIVITIES FOR THE SECOND SPECIFIC GRANT RELATED TO EGNOS .....	11
6.	TIMETABLE.....	12
7.	EU FINANCING .....	13
8.	ROLES AND TASKS OF APPLICANT(S) .....	14
8.1.	Entities involved in the activities subject to the proposal .....	14
8.2.	Single Applicant.....	14
8.3.	Coordinator .....	14
8.4.	Co-applicant(s) .....	14
8.5.	Affiliated entities.....	15
8.6.	Subcontractors.....	15
9.	ADMISSIBILITY REQUIREMENTS.....	16
10.	ELIGIBILITY CRITERIA.....	16
10.1.	Eligible applicants.....	16
10.2.	Multi-beneficiary proposal - Structure of the consortium.....	17
11.	EXCLUSION CRITERIA .....	17
11.1.	Exclusion from participation .....	17
11.2.	Exclusion from award.....	17
11.3.	Proving compliance with exclusion criteria .....	18
12.	SELECTION CRITERIA .....	18
12.1.	Financial capacity .....	18
12.2.	Operational capacity (B4 Form) .....	19
13.	AWARD CRITERIA.....	19
14.	LEGAL COMMITMENTS .....	20

15.	FINANCIAL PROVISIONS.....	21
15.1.	General principles .....	21
15.2.	Funding form.....	22
15.3.	Payment arrangements.....	30
15.4.	Pre-financing guarantee.....	31
16.	PUBLICITY.....	31
16.1.	By the Beneficiaries.....	31
16.2.	By the EUSPA.....	31
17.	OWNERSHIP .....	32
18.	DATA PROTECTION .....	32
19.	PREPARATION AND STRUCTURE OF THE PROPOSAL, FORMS AND SUPPORTING DOCUMENTS .....	34
19.1.	Preparation of the Proposals .....	34
19.2.	Structure and content of the Proposals.....	35
19.2.1.	For the FPA proposal .....	35
19.2.2.	For the SG Proposals.....	36
19.3.	Forms to be submitted by relevant actors.....	36
19.4.	Documents which may be requested during the course of the evaluation or after award by EUSPA:.....	37
20.	SUBMISSION OF PROPOSALS.....	37
20.1.	Means of submission of the proposal.....	37
20.2.	Possibility to sign the documents electronically.....	38
20.3.	Deadlines for submission .....	39
21.	EVALUATION OF PROPOSALS, AWARD AND RESERVE LIST .....	39
21.1.	Evaluation of Proposals.....	39
21.2.	Award/rejection of the FPA, first and second specific grants.....	40
21.3.	Award of the 3 <sup>nd</sup> and following specific grants .....	40
21.4.	Reserve list .....	41
22.	CONTACTS.....	41
23.	ANNEXES .....	41
24.	APPLICABLE DOCUMENTS.....	42
25.	ABBREVIATIONS .....	42

## 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

Galileo is the European Global Navigation Satellite System (EGNSS), under civil control, that provides satellite positioning services to European citizens and worldwide. Galileo provides ranging signals in three different frequency bands, enabling single- and dual- frequency positioning for users equipped with suitable receivers. Galileo provides several services:

- Open Service (OS): Galileo open and free of charge service set up for positioning and timing services. In the future, the Galileo Open Service will also provide Navigation Message Authentication, which will allow the computation of the user position using authenticated data extracted from the navigation message.
- Open Service Navigation Message Authentication (OSNMA): Free access service complementing the OS by delivering authenticated data, assuring users that the received Galileo navigation message is coming from the system itself and has not been modified.
- Public Regulated Service (PRS): Service restricted to government-authorized users, for sensitive applications that require a high level of service continuity.
- High Accuracy Service (HAS): A free access service complementing the OS by delivering high accuracy data and providing better ranging accuracy, enabling users to achieve sub-meter level positioning accuracy.
- Commercial Authentication Service (CAS): A service complementing the OS, providing a controlled access and authentication function to users.
- Search and Rescue Service (SAR): Europe's contribution to COSPAS-SARSAT, an international satellite-based search and rescue distress alert detection system.

The European Geostationary Navigation Overlay Service (EGNOS) provides an augmentation signal to the Global Positioning System (GPS) Standard Positioning Service (SPS). Presently, EGNOS augments GPS using the L1 (1575.42 MHz) Coarse/Acquisition (C/A) civilian signal function by providing correction data and integrity information for improving positioning and navigation services over Europe. Currently the system delivers the following services:

- An Open Service (OS), which is free of charge to the user and provides positioning and synchronisation information intended mainly for mass market and general navigation applications in the area covered by the EGNOS system. The EGNOS Open Service was declared on 1st Oct 2009.
- A Safety of Life service (SoL), which is provided free of user charges and is tailored for safety critical applications which have stringent accuracy, integrity, continuity and availability needs. The EGNOS SoL service was declared on 2nd March 2011.
- An EGNOS Data Access Service (EDAS) to promote the development of applications for professional or commercial use by providing data with greater added value than those obtained

through the EGNOS Open Service; The EGNOS Data Access Service was declared on 26th July 2012.

Currently, the European GNSS operational status monitoring is based on the information provided by [AD-1]:

- (a) Galileo Reference Centre (hereafter “GRC”) for the core constellations of Galileo and other GNSS;
- (b) the EGNOS Service Provider (ESP) for the EGNOS system.

The primary mission of the GRC is to perform independent monitoring of the Galileo constellation and services and report it to the relevant stakeholders. It provides EU Agency for the Space Programmes (EUSPA), as the service provider, with an independent means of evaluating the quality of the signals in space and the performance of the Galileo Service Operator (hereafter “GSOp”). It is fully independent of the system and the GSOp with respect to both the technical solution (hardware/software, reference products, etc.) and operations. The GRC is capable to generate accurate processed data (products) to be used as reference for evaluating the performance of the broadcast navigation message, with different level of latency. In particular, it generates precise orbits, satellites clock correction and satellites Broadcast Group Delays (BGDs). Furthermore, it makes use of calibrated receivers for monitoring the consistency of the UTC dissemination service. Finally, GRC ensures that the positioning performance is in line with the requirements [AD-2]. In summary the GRC:

- Performs independent monitoring and assessment of Galileo services;
- Integrates data and products from different contributors with core GRC products and utilise their relevant expertise;
- Reports service performance to the programme;
- Provides service performance expertise to the Programme, including (but not limited to) supporting the Galileo Service Centre (hereinafter “GSC”) on performance-related user requests;
- Supports investigations of service performance and service degradations;
- Archives relevant service performance data over the nominal operational lifetime of the system;
- When feasible, assesses the compatibility and interoperability between Galileo and other GNSS.

EUSPA has been entrusted with the responsibility to monitor the reliability of the Galileo and EGNOS systems and their exploitation, and the performance of the services through an independent services performance monitoring including contribution from:

- EU Member States
- Switzerland and Norway (for both EGNOS and GALILEO related activities),
- Iceland (only for EGNOS related activities)

(hereafter “Contributors”).

This independent contribution is deemed important to ensure alternative data and algorithms provisions, in order to further improve the reliability of the GRC core activity and expanding its range. GRC is foreseen to support the EGNOS monitoring with the following activities:

- SBAS Navigation quasi-real-time performance monitoring,
- EGNOS OS and SoL services quasi-real-time performance monitoring (service coverage availability),
- EGNOS and SBAS long-term statistics on integrity and continuity safety margins,

- EGNOS RIMS Data Availability and Quality Monitoring,
- EDAS Service Availability and Quality Monitoring,
- GPS Flex Power analysis.

On the basis of the above, through this call EUSPA intends:

- to establish a stable and structured partnership Contributors which commit themselves to establish, maintain and implement a Galileo /EGNOS performance monitoring network;
- to request the monitoring of certain parameters (see Section 4.5.1.3.1) based on data provided from the GRC network (GRC receivers, GESS, etc.)

### 1.3. Legal basis of the call

This call is based on the Contribution Agreement concluded between the European Union, represented by the European Commission, and the EUSPA on the Implementation of the Union Space Programme and Horizon Europa signed on 22 June 2021.

In accordance with the EUSPA Single Programming Document published on the EUSPA website ([https://www.euspa.europa.eu/sites/default/files/euspa-oed-spr-rpt-a14160\\_2.0\\_amendment\\_of\\_the\\_spd\\_2021-2023.pdf](https://www.euspa.europa.eu/sites/default/files/euspa-oed-spr-rpt-a14160_2.0_amendment_of_the_spd_2021-2023.pdf)), the EUSPA is launching a Call for proposals to develop additional capabilities for GNSS and SBAS in order to achieve the full performance of GRC. These shall support everyday operations (e.g. data provided from additional networks, generated reference and monitoring products) and specific campaigns (e.g. utilisation of large gain antennas, expertise available).

The EUSPA intends to establish long-term cooperation agreements with the selected beneficiaries in the form of Framework Partnership Agreement(s) (hereafter “FPA”). The activities of the FPA(s) shall be implemented through Specific Grants (hereafter “SG”).

## 2. OBJECTIVES AND SCOPE OF THE CALL

### 2.1. Scope of the call for proposals

The purpose of this call is twofold:

- 1) To conclude Framework Partnership Agreement(s) with the legal persons in order to cover the activities described below over the 2022-2029 period (7 years);
- 2) To award the first two specific grants for the activities to be performed over an estimated duration of 2 years:
  - a. First specific grant (SG1) to cover activities related to Galileo and mentioned in section 4 below;
  - b. Second specific grant (SG2) to cover activities related to EGNOS and mentioned in section 5 below.

The first two specific grants will run in parallel.

### 2.2. Objectives of the call for proposals

This call for proposals aims:

- To establish long-term relationships with beneficiaries to provide access to a range of facilities and expertise for Galileo/EGNOS service performance monitoring;
- To monitor and to compare GNSS signals and service performance (addressing all available GNSSs such as GPS, GLONASS, BeiDou, QZSS and SBAS such as EGNOS, WAAS, SDCM, GAGAN, MSAS, etc. and all available services);
- To investigate GNSS service performance abnormal events (e.g. signal anomalies, service underperformance, etc.);
- To support the Galileo and EGNOS programme activities, related to the introduction and validation of new releases or services (i.e. Maritime, HAS, OSNMA, EGNOS DFMC);
- To make use of the contributions from other entities to improve performance, while maintaining the GRC standalone capability of carrying out its core tasks without these additional inputs;
- To ensure broader participation of entities with key expertise in the GNSS network;
- To benefit from the existing capacities at national level, building on the basis of significant past public investments;
- To ensure efficient support for the management of the GNSS service performance;
- To ensure independence (from EGNOS/Galileo Service Provider) of analyses and investigations;
- To benefit from and to contribute to the maintaining of a long-term key expertise and competences in GNSS exploitation;
- To archive relevant service performance data over the nominal operational lifetime of the system by tightly following the standard interfaces defined by GRC.

### 3. ACTIVITIES TO BE COVERED BY THE FRAMEWORK PARTNERSHIP AGREEMENT

#### 3.1. Activities

The Framework Partnership agreement shall cover the following types of activities, which may be eligible for support under specific grants:

- GNSS data provision and accessibility through autonomous grid of national or international networks to be processed with ad-hoc tools for the monitoring of SBAS/GNSS service performance: data collected with networks of reference stations situated inside MS, regional (covering more than one MS) and international worldwide networks (including reference stations outside MS) should continuously be provided to the GRC;
- GNSS performance and anomaly investigations: campaign-based GNSS performance investigations using other than the above facilities available in MS;
- GNSS Signal in Space Monitoring (SiS): regular SiS monitoring to check compliance with applicable standards and ICDs and campaign-based SiS monitoring and analysis using antennas with large aperture;
- Provision of processed data, such as KPIs, reference orbits, biases and clocks, ionospheric and tropospheric product, GIVD (Grid Ionosphere Vertical Delay), GIVE (Grid Ionosphere Vertical Error), UDRE (User Differential Range Error), EGNOS message type, generated by the Beneficiaries should be provided to the GRC, according to agreements on a case-by-case basis;
- Generation of GNSS/SBAS service performance reports and assessment of compliance to relevant Service Definition Documents (SDD) on a continuous basis or upon request;

- Monitoring of other GNSS: monitoring GNSS/SBAS systems in order provide information on other GNSS/SBASs performance, underperformance and operational conditions;
- Ad hoc investigation and return of experience: investigation of the decomposition between the performance' contributors (infrastructure, signal, propagation, receivers) in order to derive lessons learnt for future optimization of SBAS/GNSS signals and messages as well as for SBAS/GNSS standards elaboration;
- To offer consultation and expert support in different Galileo/EGNOS programme activities upon EUSPA request.
- For the Coordinators' Activities:
  - a) Interface with the EUSPA for all matters related to the grant activities, the submission and publication of the deliverables, etc.;
  - b) Ensure quality and consistency of the deliverables;
  - c) Administrative and technical supervision of the fulfillment by the partners of their respective roles and responsibilities.
- Actions aiming at improving the knowledge and competences of stakeholders as well as cooperation mechanisms, exchanges of good practices.

The data and results provided by the Beneficiaries should rely on data collection and processing tools which are operationally independent from the EGNOS/Galileo operational systems and Service Providers, although these tools could take benefit of the publicly available System data (from EDAS, for instance) for comparative analyses. The data collection and processing tools should provide measurements which are consistent with the up to date configuration of the operational systems, and representative of the applicable user receiver standards.

### 3.2. 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 and 3.1) are considered **core** to the project:

- To determine the accuracy of processed satellite data; e.g. orbit, satellite clock corrections, broadcast group delays, earth rotation parameters, satellite code and phase biases, in postprocessing and real-time, encompassing Galileo OS, HAS and EGNOS;
- To determine the accuracy of the processed data for the ground network: e.g. ionosphere (including disturbances), troposphere, coordinates, receiver hardware biases, receiver clock error, in postprocessing and real-time;
- To assess the reference orbits via independent validation (e.g. Laser Ranging techniques);
- To assess the satellite signal via observation through dedicated hardware (e.g. large-aperture antennas);
- To determine the accuracy of UTC reference products, by using dedicated calibrated receivers;
- To monitor and assess the Galileo OS service provision, by the computation of the appropriate KPIs, as per Galileo OS SDD, encompassing orbit, clock, positioning;
- To perform independent monitoring and assessment of EGNOS services provision (any declared service: OS, SoL, EDAS, timing and maritime);
- To perform independent monitoring and assessment of SIS compliance;
- To report service performance to the EUSPA;



- To provide service performance expertise to EUSPA;
- To support investigations of GNSS service performance and service degradations and anomalies, including spoofing and jamming;
- To support the Programme reviews and validation activities;
- To assess the compatibility and interoperability between Galileo/EGNOS and other GNSS/SBAS.
- To provide coordination and management of the activities mentioned under paragraph 3.1. above.

### 3.3. Outputs expected from the implementation of activities

The following deliverables are expected to be submitted, according to the rules and procedures as defined for documents in [AD-3] and the associated data in [AD-4], by the Beneficiaries during the implementation of the specific grant agreements:

- Monthly reports with the analyses and comparative evaluations carried out for the GNSS Service and Signal Performance Watch activity;
- Reports on the results of the analyses and recommendations for the GNSS Service Performance Abnormal Events investigation;
- Ad hoc reports when requested in the frame of the support to the GNSS Programme activities;
- Review of reports (analyses of service performance reports, provision of measurement or test analyses results, contributions to Galileo compatibility and interoperability analyses, etc.) for the other GNSS Programme activities;
- Annual progress reports summarising the work implemented during the year and containing as a minimum the main results and achievements in the different areas, a risks/mitigation register and recommendations for tasks to be implemented during next years.
- An annual workshop is foreseen to be organized to review the annual progress reports.

## 4. ELIGIBLE ACTIVITIES FOR THE FIRST SPECIFIC GRANT RELATED TO GALILEO

The Work Plan GAL (B2-Form) for the award of the first specific grant shall include the implementation of areas of the activities listed in sections 2.2 and 3.1 above. In addition, it shall address the following specific elements:

- To provide coordination and management of the activities to be performed.
- Raw Data Provision from a worldwide Network

All data provided from this network shall be in the standard formats (RINEX). In particular, it shall include all collected observables from the Galileo, GPS, GLONASS, and BeiDou constellations and regional systems. The data shall be delivered in hourly and 15 minutes files. RINEX formats up to latest available version shall be supported. This includes backward compatibility with previous formats. Binary files are also requested.

If requested by the EUSPA, the data shall be made available in real-time through the Ntrip protocol, in RTCM Multiple Signal Message MSM5 or MSM7 (preferred) format and raw streams.

- Processed data Provision

1. Accurate orbits, satellite clocks, Broadcast Group Delays, Ionosphere, Troposphere, hardware biases, reference coordinates in standard recognized format for post-processed (respectively, SP3, RINEX clock, bias SINEX, IONEX, troposphere SINEX, coordinates SINEX) and real-time quantities, through Ntrip protocol.

## 2. Key Performance Indicator (KPI) Generation

- Generation of a set of agreed upon KPIs and Figure of Merit (FOM) from the data retrieved from the worldwide network of sensor stations, where:
  - KPI is defined as a parameter derived from the SDD or from a contractual document;
  - FOM is defined as any other parameters of interest but not derived from any other official documents.
- All KPI generation shall be done using open/commercial tools, in-house tools, or by a combination of them. Once the KPIs are generated, they shall be made available to the GRC in the format described [AD-5].
- As a target, the KPIs indicated in the Galileo Open Service (OS) SDD [AD-2] shall be monitored. These shall be complemented by additional KPIs that can be monitored based on the Beneficiary's capabilities. These KPIs include, but are not limited to:
  - Accuracy of satellites' ephemeris and clocks;
  - Accuracy of the ionosphere correction models (NeQuick G, Klobuchar, BeiDou) model for Single Frequency (SF) users;
  - Accuracy of the timing products, including:
    - Galileo System Time (GST) – Universal Time Coordinated (UTC) offset, and
    - GST – GPS Time Offset (GGTO);
  - Accuracy of the Broadcast Group Delay (BGD) estimation;
  - Position Error, for both SF and DF users and for each service – This shall be provided for each reference station in the local East, North, and Up (ENU) reference frame; and Velocity Error, for both SF and DF users and for each service – This shall be provided for each reference station in the local East, North, and Up (ENU) reference frame; and
  - Position accuracy and Convergence time (PPP) for the horizontal and vertical component (at 68-90-95 percentile)-to support phase 1 of the High Accuracy Service
  - A number of KPIs relevant to Signal Quality Monitoring (SQM) analysis. These shall include, at least:
    - Signal to Noise (SNR) and/or Carrier to Noise Ratio (C/N0);
    - Received power on Ground; and
    - Code/Carrier coherence.
- For benchmarking with other GNSS systems, these KPIs are also expected to be evaluated for GPS, GLONASS and BeiDou system. In particular, the analysis in both the position and the velocity domains shall include the performance of a multi-constellation receiver.

## 3. Signal-in Space (SIS) Monitoring

The Beneficiary shall undertake a campaign-based SIS monitoring of all the broadcast Galileo SIS transmission frequencies and of each individual Galileo Spacecraft Vehicle (SV). Such a monitoring campaign shall utilize high-frequency SIS radio-frequency measurements using specified large-aperture antennas. Measurements data simultaneously collected at multiple large-aperture antennas could be also combined using Very-Long-Baseline Interferometry (VLBI) techniques.

## 4. SLR campaigns

Dedicated satellite laser ranging campaigns will be organized to assess the quality of the Galileo and other GNSS reference orbits. These campaigns are expected to last for a minimum of two weeks and to be performed at least every six months, throughout the whole duration of the specific grant. Therefore, a minimum of four campaigns (with a duration of two weeks each) is expected.

- Consultation and expert support

The Consortium is expected to support EUSPA in different Galileo programme activities when requested (by EUSPA). Such activities may include, although they are not limited to, the contribution to Galileo service provision technical reviews, the participation in boards and workings groups, the generation of recommendations, the assessment or validation of new services performances or system algorithm and the execution of analysis, simulations or investigations (for instance related to system anomalies, to expected performances, to service impact of system changes, etc.). Other support to GRC activities may include consultation on the definition of GRC products, GRC and MS product comparison, and expertise. The EUSPA could request up to 3000 hours of support from the consortium per year.

## 5. ELIGIBLE ACTIVITIES FOR THE SECOND SPECIFIC GRANT RELATED TO EGNOS

The Work Plan (B3-Form) for the award of the second specific grant shall include the implementation of areas of the activities listed in section 2.2 and 3.1 above. In particular, it shall address the following specific elements:

- To provide coordination and management of the activities to be performed.
- SBAS Service and Signal Performance Watch

To monitor and compare SBAS signals and service performance addressing all available operational and non-operational SBAS in the world, i.e. with or without MTO (EGNOS, WAAS, SDCM, GAGAN, MSAS, NIGCOMSAT, SDSBAS, etc.) and all available services. The monitoring shall be based on real data collected from multiple reference stations spread over the coverage area of each SBAS system in a representative way. The network of reference stations shall be independent from EGNOS system. The monitoring shall address:

1. Signal/message configuration:
  - Analysis of compliance of the broadcast SBAS messages to the ICAO SARPS and of the GPS navigation message to its Interface Control Document;
  - Analysis of potential changes in the SBAS or GPS configuration (e.g. modifications in the SVs configuration, mode status, Service Notice, flex power mode, etc.);
  - SiS Availability from each SBAS satellite and combined SiS availability for all satellites of the SBAS constellation;
2. Service performance:
  - Local assessment of performance of EGNOS and other operational SBAS systems and their OS and SoL services as well as GPS/Galileo local accuracy at the same locations than the ones where SBAS local performances are evaluated. Analysis to be based on real data from multiple locations inside the coverage area of each SBAS system specifying the receivers' configuration used for the assessment; for EGNOS all declared OS/SoL services/service levels have to be assessed according to the service committed performance parameters (accuracy, integrity, continuity, availability or others).

- Global assessment of the availability and continuity of EGNOS and other operational SBAS systems and their OS and SOL services over their coverage area, specifying the simulation means and tools used for the assessment. For EGNOS all declared OS/SoL services/service levels have to be assessed.
- For EGNOS:
  - EDAS services performance monitoring according to the declared SDD.
- Surveillance of other (new or existing) GEO-SBAS and issue of warnings and recommendations about potential impacts on EGNOS.
- To investigate EGNOS Service performance abnormal events  
EUSPA shall require the independent investigations of EGNOS Service performance abnormal events through the activation of specific tasks to be agreed with the consortium (objectives, efforts, schedule, outputs) depending on the particular investigation. Such events shall be Signal in Space anomalies or service underperformances (due to internal system anomalies, due to ionosphere conditions or any other external factor). Sensitivity analysis of the impact of changes in the system or the environment shall also be considered under this task (examples: different RIMS configuration, reduction of GPS constellation, ionospheric activity, other system's interference, etc.).
- Consultation and expert support  
The Consortium is expected to support EUSPA in different EGNOS programme activities when requested (by EUSPA). Such activities may include, although they are not limited to, the contribution to EGNOS service provision technical reviews, the participation in boards and workings groups, the generation of recommendations, the assessment or validation of new services performances (for instance pre-operational validation of EGNOS SOL maritime service) or system algorithm and the execution of analysis, simulations or investigations. Other support to GRC activities shall include consultation on the definition of GRC products, GRC and MS product comparison, and expertise. The EUSPA could request up to 1500 hours of support to the consortium per year.

In case the Applicants are not in the position to provide all the activities mentioned above under section 4 (SG1 for Galileo) and section 5 (SG2 for EGNOS), they shall clearly mention it in the proposal with the appropriate justifications.

## 6. TIMETABLE

~~Indicative duration of the Framework Partnership Agreement: 7 years (from 2023 to 2030).~~

~~Indicative duration of the first and second specific grants: 2 years~~

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

	Stages	Date/time or indicative period
a)	Publication of the call	02/06/2022

	Stages	Date/time or indicative period
b)	Deadline for request for clarifications	01/10/2022
c)	Publication of the clarifications	15/10/2022
d)	<b>Deadline for submitting applications</b>	<b>31/10/2022</b>
e)	Evaluation period	November 2022 - January 2023
f)	Information to applicants on the outcome of the evaluation	January 2022
g)	Signature of the FPA and 1 <sup>st</sup> SG and 2 <sup>nd</sup> SG	February 2023

**Indicative duration of the Framework Partnership Agreement: 7 years (from 2022 to 2029).**

Indicative duration of the first and second specific grants: 2 years

**Starting date** for the action (as part of specific grants) is the first day of the month following the signature of the Specific Grant Agreement. The incurred costs will be considered eligible as of that date provided that they fulfill all eligibility conditions specified in the relevant articles of the FPA and Specific Grant.

Exceptionally, the starting date for the action can be before the Specific Grant Agreement signature. In such a case the cost incurred may be considered eligible provided that the applicant(s) can demonstrate the need for starting the action prior to signature of the Specific Grant Agreement<sup>1</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 specific 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 FPA and Specific Grant Agreement are met. In the Specific Grant Agreement(s), 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.

## 7. EU FINANCING

**Maximum budget** allocated for EU financing under this action: **EUR 14,000,000** (but leaving open the possibility to award several FPAs, each for a lower amount):

- Maximum budget for Galileo related activities: EUR 10,500,000 (but leaving open the possibility to award several FPAs, each for a lower amount)
- Maximum budget for EGNOS related activities: EUR 3,500,000 (but leaving open the possibility to award several FPAs, each for a lower amount)

**Indicative number of Framework Partnership Agreements: up to 4**

<sup>1</sup> Article 193(2) of the Financial regulation

**Estimated budget** allocated to the first and second specific grant: EUR 4,000,000

- Estimated budget for Galileo related activities of the first specific grant: EUR 3,000,000

- Estimated budget for EGNOS related activities of the second specific grant: EUR 1,000,000

**Maximum EU co-financing rate** of eligible costs incurred under Specific Grants: **70%**

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

The 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.

## 8. ROLES AND TASKS OF APPLICANT(S)

### 8.1. Entities involved in the activities subject to the proposal

The proposal shall clearly identify the entities (legal 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 specific agreements. Parties' participation in the project will be subject to the requirements as laid down in this Call for Proposals.

### 8.2. Single Applicant

Applications submitted by single applicants are not admissible.

### 8.3. 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 the EUSPA as well as responsible for supplying all documents and information to the EUSPA in due time upon request.

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

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

### 8.4. Co-applicant(s)

Each co-applicant will be considered as co-beneficiary if the proposal is selected for award. Before signature of the FPA, 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 the EUSPA in accordance with the FPA and will ensure compliance with all the terms and conditions provided in the draft FPA.

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

### **8.5. 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 12.1 and 12.2 below).**

### **8.6. Subcontractors**

Subcontracting<sup>2</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 refer to section 12.2 below).

Subcontracting of specific tasks or activities (i.e. the externalisation) which form part of the action as described in the proposal for the specific grant(s) 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 3.2;**
- 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.**

<sup>2</sup> Article 205 of the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (Financial Regulation)

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 specific grant agreement. Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EC<sup>3</sup> or contracting entities in the meaning of Directive 2014/25/EC<sup>4</sup> shall abide by the applicable national public procurement rules.

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

## 9. 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 20,
- Applications must be submitted in writing, using the submission set described in section 19,
- Applications must be drafted in one of the EU official languages with a preference to English. For further information please refer to Section 20 below,
- Applications must respect the maximum rate for EU co-financing<sup>5</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.**

## 10. ELIGIBILITY CRITERIA

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

### 10.1. Eligible applicants

- Legal persons established<sup>6</sup> in one of the following countries are eligible:
  - EU Member States
  - Switzerland and Norway (for both EGNOS and GALILEO related activities)
  - Iceland (only for EGNOS related activities)

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.

Applicants must correspond to the definition of the following target organisations:

<sup>3</sup> Directive 2014/24/EC on public procurement and repealing Directive 2014/18/EC.

<sup>4</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.

<sup>5</sup> Proposals exceeding the applicable maximum EU co-financing rate for this call (see section 7) shall not be considered further and will be rejected.

<sup>6</sup> 'Established' should be understood as having a registered office, central administration or principal place of business in one of these countries.



- non-profit national agencies
- research institutes
- similar organisation/bodies.

**The coordinator (see ref. to section 8.3) and all co-applicants (see ref. to section 8.4) forming the applicant consortium, as well as the affiliated entities (see ref. to section 8.5) shall satisfy the same eligibility criteria.**

## **10.2. Multi-beneficiary proposal - Structure of the consortium**

The coordinator will submit the proposal on behalf of the consortium.

**The proposal must be submitted by a consortium composed of at least two (2) entities.**

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

Certain supporting documents proving compliance with the eligibility criteria need to be provided. For the list please see section 19.2.1 below.

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

## **11. 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 shall apply to applicants.

### **11.1. 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 ref. to section 8.5).

### **11.2. 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 the EUSPA as a condition of participation in the grant award procedure or fail to supply this information upon request by the 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 falls 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 'sanctionsmap.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.

### 11.3. Proving compliance with exclusion criteria

To prove compliance with the exclusion criteria all applicants and any affiliated entities must sign and submit a Declaration of Honour (A4 Form).

Please note that according to **A4 Form**, the successful applicants may be required to send a number of supporting documents related to aspects of the Declaration of Honour before the respective FPA can be signed. For the list please see section 19.4 below. Collecting these supporting documents may take some time and applicants shall ensure their timely availability for fulfilling this requirement accordingly.

Applicants shall not make any modifications/deletions to the Declaration of Honour (A4 Forms). If a part of the Declaration of Honour is considered not applicable (e.g. due to the legal structure of the applicant), the applicant shall clearly specify it in the Declaration.

Applicants shall declare (in A1 form) that they, and their subcontractors and respective relevant persons<sup>7</sup>, are not a Restricted Person and do not 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. Funds under this grant procedure shall not be made available, directly or indirectly, to, or for the benefit of any Restricted Person.

## 12. SELECTION CRITERIA

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

### 12.1. 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 the EUSPA considers that financial capacity is not satisfactory and in any other case the EUSPA may deem it appropriate, it may:

- request further information;

<sup>7</sup> Respective relevant persons are meant the natural or legal persons indicated in section 6 of the Declaration of Honour (Form A4)

- propose a specific grant agreement without pre-financing;
- propose a specific grant agreement with a lower percentage of a pre-financing;
- propose a specific grant agreement with a pre-financing covered by a bank guarantee (see section 15.4 below);
- reject the application.

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

- public bodies, including Member State organisations;
- international organisations;
- 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.

## 12.2. Operational capacity (B4 Form)

The applicant(s) shall demonstrate a balanced expertise in the areas needed to carry out the activities defined in sections 2, 3, 4 and 5 above.

Applicants must show they have the **operational (technical and management) capacity** to complete the activities to be supported by this Call for Proposal.

In particular:

- The team responsible for the activities must have a relevant management competence to perform the activities included in this call, to be proven by provision of detailed profiles description.
- Applicant(s) must have relevant experience in design, development, integration, demonstration and/or manufacturing of GNSS-based products and/or solutions, including but not limited to knowledge in signal processing, cryptography techniques and/or assessment of anti-spoofing capability, and/or providing expertise in the field of GNSS R&D, to be proven by provision of detailed profiles description
- Applicant(s) shall include clear and coherent explanation about the independence/absence of conflict of interest of the applicants in relation to activities performed for the Galileo System Operator (including those related to service performance monitoring and provision of timing and geodetic products) and the EGNOS Service Provider. Applicants shall carefully investigate their situation and describe the measures they will put in place to avoid a conflict of interest with their activities subject to this call.

**The above requirements apply also to every affiliated entity.**

## 13. AWARD CRITERIA

Applications will be assessed on the basis of the following criteria applicable to award the Framework Partnership Agreement, and the two specific grants mentioned in section 2.1. In terms of evaluation of SG1 and SG2 the focus will be on Galileo (section 4) and EGNOS (section 5) respectively.

When assessing the below award criteria, the evaluation committee shall use the elements indicated below for each criterion.

AWARD CRITERIA	MAX. SCORE
<b>A. Understanding of the objectives, completeness, credibility and added value of the proposed approach.</b>	<b>40</b>
A.1 Relevance of the proposal to the objectives of the call. Completeness and readiness of the implementation of the objective of the call.	15
A.2 Credibility of the proposed approach to fulfil the objectives of the call.	15
A.3 Presence of added value elements in relation to the objectives of the call.	10
<b>B. Management of the activities and adequacy of the facilities.</b>	<b>30</b>
B.1 Structure and quality of the management structure/implementation.	20
B.2 Overall quality of the background tools and infrastructure, including extent of the monitoring capability beyond European systems.	10
<b>C. Clarity and cost effectiveness of the budget allocation.</b>	<b>30</b>
C.1 Clear and detailed budget allocation and presentation (per task and per category of personnel).	15
C.2 Cost efficiency and effectiveness of the proposed work plan to reach the call's objectives	15
<b>Maximum total score</b>	<b>100</b>

If a total score lower than **65** points or a score lower than **50% for any of the above three criteria** is obtained, the proposal will not be evaluated further and will be rejected.

## 14. LEGAL COMMITMENTS<sup>8</sup>

### **Applicants are reminded:**

**The successful applicants shall be bound by the Special and General Conditions of the draft FPA. Submission of a grant application (proposal) implies the acceptance of these Special and the General Conditions (see Annex 2 of the FPA). 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 the EUSPA following this call, an FPA drawn up in Euro and detailing the conditions and level of funding and SGs specifying the length and budget of the first and second SGs will be sent to the coordinator of the consortium, alongside a description of the procedure in view to formalise the obligations of the parties.

The coordinator, representing the awarded consortium, on the basis of duly provided powers of attorney (Mandate – Annex IV of the FPA) shall sign 2 (two) copies of the original framework partnership agreement and 2 (two) copies of the original specific grant agreements.

<sup>8</sup> Articles 180 and 201 of the Financial Regulation

In case the EUSPA requests the below documents<sup>9</sup> the applicant shall make them available to the EUSPA within the relevant deadlines. The EUSPA reserves the right to cancel the award and/or the FPA and SG 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 the EUSPA after the receipt of such request;
- (2) Signed FPA and SGs by the coordinator accompanied by the mandate -- Annex IV of the FPA for each co-applicant at the latest 1 (one) month after the coordinator's receipt of the FPA and SGs for signature.

Applicants are reminded to start immediately the collection of the supporting documents for the relevant points in the Declaration of Honour upon EUSPA's request, bearing in mind that particularly for large consortia, the collection of documents may be very time-consuming.

## 15. 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.

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

#### Non-retroactivity<sup>10</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 a specific 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>11</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.

<sup>9</sup> Please refer to section 11.3

<sup>10</sup> Article 193 of the Financial Regulation

<sup>11</sup> Article 190 of the Financial Regulation

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>12</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>13</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, the 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>14</sup>

The estimated budget of the 7 years partnership action and the two related to the first 2 years work plans have to be attached to the application form following the models provided respectively in C1, C2 and C3-forms.

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

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

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

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)

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

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

#### Financial support to third parties

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

## **15.2. 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.

### ➤ **Maximum amount requested**

<sup>12</sup> Article 192 of the Financial Regulation

<sup>13</sup> The no-profit principle shall not apply to actions indicated in Article 192 (3) of the Financial Regulation.

<sup>14</sup> Article 196 (1) e) of the Financial Regulation

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 7.

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

➤ **Eligible costs of the specific grants**

- 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 specific 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 specific 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
- [Not applicable to this call]**

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 FPA, which will be signed by the successful applicant(s).**

➤ **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 subsections 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 [**Not applicable to this call**]

**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**  
**[not-applicable to this call]**

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 hour worked on the *action* to be calculated as follows:

*{Unit rate multiplied by a number of actual hours 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 standard number of annual productive hours per SME owner and natural person is equal to 1 720 hours for persons working full time or corresponding pro-rata for persons not working full time. The total number of actual hours worked on the *action* and declared, in a year, for one SME owner or natural person not receiving a salary may not be higher than the standard number of annual productive hours (1 720 hours).

**Important:**

Timesheets have to be kept from the very beginning of the project to justify the declared actual hours worked on the *action*. The 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 the 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 C2 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 the 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 specific 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.) The 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 specific 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 the EUSPA.

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

- 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 specific 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 8.6 for further details.

2.9 **costs of financial support to third parties** within the meaning of Article II.12 of the specific 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 specific 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).

➤ **Eligible indirect costs**

A flat-rate amount of 7% of the total eligible direct costs of the action excluding subcontracting costs<sup>15</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.

➤ **Non-eligible costs**

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

- a. return on capital or return generated by an investment;
- b. debt and debt service charges;
- c. provisions for future losses or debts;
- d. interest owed;
- e. doubtful debts;
- f. currency exchange losses;
- g. bank costs charged by the beneficiary's bank for transfers from the Agency;
- 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 the 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.

**Calculation of the final amount of a specific grant**

The draft framework partnership 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 framework partnership agreement, where the eligibility conditions of costs are

<sup>15</sup> Indirect costs = 7% \* (total eligible direct costs - subcontracting)

described. The EU grant may not have the purpose or effect of producing a profit<sup>16</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>17</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>18</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 the EUSPA's own staff or by a body authorised to do so on its behalf, which provides equivalent assurances about the costs declared.

### 15.3. Payment arrangements

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

An interim payment shall be paid to the coordinator (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 40% of the maximum grant amount. The cumulative amount of pre-financing and of the interim payment altogether must not exceed 70% 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 40%	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 (FR)	Based on the actual requested contribution (i.e. actual expenditure).

The EUSPA will establish the amount of the final payment to be made to the coordinator (who receives it on behalf of the consortium) on the basis of the calculation of the final grant amount (see section 15.2 above). If the total of earlier payments is higher than the final grant amount, the coordinator will be required to reimburse the amount paid in excess by the EUSPA through a recovery order<sup>19</sup>.

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

<sup>16</sup> See section 15.1 of this Call for Proposal.

<sup>17</sup> Art. 202 and 203 of the Financial Regulation

<sup>18</sup> Art. 203 (4) of the Financial Regulation

<sup>19</sup> Art. 101, 115, 203 of the Financial Regulation

#### 15.4. 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.

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.

## 16. PUBLICITY

### 16.1. By the Beneficiaries

Due to the potentially sensitive nature of activities subject to this call for proposals, partners shall require the EUSPA's prior written consent before publishing information related to the activities performed and the results thereof.

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 the 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.

### 16.2. By the EUSPA

The EUSPA will publish the following information:

- a. name of the consortium and its beneficiaries;
- b. address of the beneficiaries (legal persons);
- c. the subject of the FPA (and specific grant, if applicable);
- d. amount awarded.

Upon a reasoned and duly substantiated request by the coordinator representing the consortium, 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.

## 17. OWNERSHIP

The ownership of the results generated by the action is specified in the FPA.

## 18. 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 Space Programme (EUSPA), Head of Security, Operations and Monitoring Department, Janovskeho 438/2 170 00 Prague 7, Czech Republic [SOM@euspa.europa.eu](mailto:SOM@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 FPA (and SG, if applicable)

### 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 (A4 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 the 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; the 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<sup>20</sup> (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 the 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 the 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:

<sup>20</sup> Regulation (EU, Euratom) 2018/1046

- 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 the 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 the EUSPA Security, Operations and Monitoring Department at [SOM@euspa.europa.eu](mailto:SOM@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 the 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 the 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 the EUSPA Security, Operations and Monitoring Department at [SOM@EUSPA.europa.eu](mailto:SOM@EUSPA.europa.eu); data subjects are kindly requested to describe their requests explicitly.

## 19. PREPARATION AND STRUCTURE OF THE PROPOSAL, FORMS AND SUPPORTING DOCUMENTS

### 19.1. Preparation of the Proposals

Proposals shall be prepared in accordance with the scope of the Call (section 2.1), 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 2.2).

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 20.

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

## 19.2. Structure and content of the Proposals

Proposals shall include the following:

### 19.2.1. *For the FPA proposal*

#### **Administrative Proposal (A1-A5)**

A1: Consortium Composition

A2: Coordinator profile

A3: Co-Applicant profile

A4: Declaration of honour

A5: Financial capacity ratios

The following supporting documents shall be provided:

- 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
- 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;

#### **Technical Proposal (B1, B4):**

B1: Description of the Strategic Action Plan for the period 2022 – 2029 (seven years). This document should define the broad strategic approach and explain how the specific objectives in section 2.2 and activities in section 3 will be addressed. Additional documents can be annexed to this form to complement the information.

B4: Operational capacity form shall include the following elements:

- description of the profile of the individuals<sup>21</sup> primarily responsible for managing and implementing the activities (relevant CV attachment in the Europass CV format including also the scientific publications);

<sup>21</sup> To highlight the relevant competencies for this Call for Proposal please use the Europass CV template which can be accessed here:  
<https://europass.cedefop.europa.eu/de/documents/curriculum-vitae/templates-instructions>

- experience in design, development, integration, demonstration and/or manufacturing of GNSS-based products and/or solutions, including but not limited to knowledge in signal processing, cryptography techniques and/or assessment of anti-spoofing capability, and/or providing expertise in the field of GNSS R&D, to be proven by provision of detailed profiles description
- clear and coherent explanation regarding the independence/absence of conflict of interest in relation to activities performed for the Galileo System Operator (including those related to service performance monitoring and provision of timing and geodetic products) and the EGNOS Service Provider. Applicants shall carefully investigate their situation and describe the measures they will put in place to avoid a conflict of interest with their activities subject to this call. The measures implemented shall be in line with the respective activities laid down in the Strategic Action plan (B1 form) and respectively in Work Plan GAL (B2-form) and Work Plan EGN (B3-form).

**Financial Proposal (C1):**

C1 – Preliminary estimated Budget of the FPA for the 2022-2029 period

**19.2.2. For the SG Proposals**

B2: Description of the Work Plan of the first specific grant covering the GALILEO activities described in section 4 over an estimated duration of 2 years. It should translate the Strategic Action Plan into concrete and detailed activities for the first period of implementation of the FPA

B3: Description of the Work Plan of the second specific grant covering the EGNOS activities described in section 5 over an estimated duration of 2 years. The duration of this specific grant needs to correspond to the duration of the first specific grant. It should translate the Strategic Action Plan into concrete and detailed activities for the first period of implementation of the FPA

C2: Estimated budget of first specific grant

C3: Estimated budget of second specific grant

**NOTA BENE:** The technical proposal (B1-B4 Forms) constitutes the core of your proposal. These forms shall be submitted using the various duly completed templates provided with this call, consisting of a list of headings. It is recommended to follow this structure when presenting the technical content. 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.

The financial proposal (C1-C3 forms) shall be submitted in excel (.xls) format. The template provided (C1 form) should be used for all three forms (C1-C3 forms).

**Please note that figures shall be indicated in the financial proposal (C1-C3 forms). In case figures are indicated in other forms, please include a cross reference only. If inconsistencies will be present between the financial proposal and other forms the figures in the financial proposal will prevail.**

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.

**19.3. Forms to be submitted by relevant actors**

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 – B2 – B3	X		
A3		X	
A4 – A5 – B4 – C1 – C2 – C3	X	X	X
FIF and supporting documents	X		
LEF and supporting documents	X	X	X

#### 19.4. 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.

## 20. 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 FPA and first specific grant. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the 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**.

### 20.1. Means of submission of the proposal

The proposal can be submitted in one of the 2 ways:

1. in a paper version – see details below
  2. in electronic version – see details below
- by the deadline specified below.

#### 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, however, applicants must ensure that the documents which require a signature must be signed either electronically (for conditions see section 20.2) or submitted in paper version with blue ink signature. The relevant documents are A2-A4 forms.

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 the Contracting Authority that the files submitted cannot be read, the proposal will be rejected.

### 20.2. Possibility to sign the documents electronically

The documents which must be signed according to the call for proposals may be signed electronically with a qualified electronic signature (hereafter “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://esignature.ec.europa.eu/efda/tl-browser/#/screen/home>).

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/cefdigital/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://esignature.ec.europa.eu/efda/tl-browser/#/screen/home>

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.

### 20.3. 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 6 above as well as below. This deadline is therefore respected even if it is received by the EUSPA after this deadline under the condition that it was sent before.

The proposals shall be submitted as indicated above:

- by post or by courier not later than **31/10/2022**, 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
- delivered by hand not later than **31/10/2022 at 17:00** Prague local time to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the EUSPA official who took delivery.

The 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/03/2021 – 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/03/2021

SUPPORT FOR GALILEO/EGNOS PERFORMANCE MONITORING ACTIVITIES

EUSPA – Legal and Procurement Department

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

## 21. EVALUATION OF PROPOSALS, AWARD AND RESERVE LIST

### 21.1. 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.

### **21.2. Award/rejection of the FPA, first and second specific grants**

The 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 the 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 9 above;
- the application does not comply with the eligibility criteria as set out in section 10 above;
- the applicant(s) does(do) not comply with the exclusion criteria as set out in section 11 above;
- the applicant(s) does(do) not comply with the financial capacity as specified in section **Error! Reference source not found.** above;
- the applicant(s) does(do) not comply with the operational capacity as specified in section 12.2 above;
- the proposal has not reached the minimum scores as indicated in the award criteria detailed in section 13 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  
<https://curia.europa.eu/>

### **21.3. Award of the 3rd and following specific grants**



The specific grants that might follow the award of the first and second specific grants are intended to be awarded on the yearly or biannually basis following an 'Invitation to submit a proposal' issued by the EUSPA.

#### 21.4. Reserve list

The EUSPA may place proposals on a reserve list. Should additional budgetary appropriations become available, the applicants will be informed according to their ranking on the reserve list for the potential award of the grant.

## 22. CONTACTS

Contacts between the 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, the EUSPA may provide additional information solely for the purpose of clarifying the nature of the call. The request cannot be made after **01/10/2022**.
- Any requests for additional information must be made in writing only to the contact details stated below.
- The 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 the EUSPA internet page (<http://www.euspa.europa.eu/euspa/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, the EUSPA will contact the applicant provided the terms of the proposal are not modified as a result.
- If the EUSPA finds that the proposal, chosen for the award, could be improved by minor adaptations (see Section 21.2 above).

#### **Contact details for the call:**

EUSPA: Legal and Procurement Department

E-mail address: [GNSS-Grants@euspa.europa.eu](mailto:GNSS-Grants@euspa.europa.eu)

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

**REMINDER:** when sending any correspondence to the EUSPA, please refer to the subject (of the email or of the letter) to the relevant reference number of the Call: **EUSPA/GRANT/03/2021** – the failure of doing so might delay the timely response of the EUSPA.

## 23. ANNEXES

ID	Document Title
Annex A	A1-A4 forms
Annex B	A5 Form

Annex C	B1-B4 forms
Annex D	C1-C3 forms (only one template provided, to be used for all 3 forms)
Annex E	Multi-beneficiaries draft FPA
Annex F	Model financial statement – Annex III to Specific Grant
Annex G	Model ToR for Certificate on the financial statements – Annex IV to Specific Grant

## 24. APPLICABLE DOCUMENTS

ID	Document Title
[AD-1]	European GNSS monitoring strategy presented at the NAVIGATION SYSTEMS PANEL (NSP) JOINT WORKING GROUPS – 7th MEETING, 26 April – 6 May 2021
[AD-2]	EUROPEAN GNSS (GALILEO) OPEN SERVICE - SERVICE DEFINITION DOCUMENT
[AD-3]	Document Delivery Rules and Procedures, GSA-GAL-CADM-PRC-208712
[AD-4]	Data provision to the GRC data archive, EUSPA-GAL-GRC-REQ-A16939
[AD-5]	KPI Format Description, GSA-GAL-GRC-TN-A00727

## 25. ABBREVIATIONS

Abbreviation	Definition
BDS	BeiDou Global Navigation Positioning System
BGD	Broadcast Group Delay
CAS	Commercial Authentication Service
DCB	Differential Code Bias
EC	European Commission
EDAS	EGNOS Data Access Service
EGNOS	European Geostationary Navigation Overlay Service
EU	European Union
EUSPA	European Union Agency for the Space Programme
EU - MS	European Union – Member States
GSOp	Galileo Service Operator
GIVD	Grid Ionosphere Vertical Delay
GIVE	Grid Ionosphere Vertical Error
GLONASS	Globalnaya Navigazionnaya Sputnikovaya Sistema
GNSS	Global Navigation Satellite System (e.g. GPS, Galileo, GLONASS etc.)
GPS	Global Positioning System
GRC	Galileo Reference Centre
GGTO	Galileo To GPS Time Offset

<b>Abbreviation</b>	<b>Definition</b>
HAS	High Accuracy Service
IGS	International GNSS Service
MT	Message Type
OS	Open Service
PPP	Precise Point Positioning
RAIM	Receiver Autonomous Integrity Monitoring
SBAS	Satellite Based Augmentation System
SDD	Service Definition Document
SIS	Signal In Space
SISRE	Signal In Space Ranging Error
SoL	Safety of Life (of all declared GNSS)
TEC	Total Electron Content
UERE	User Equivalent Range Error
UTC	Universal Time Coordinated
VPA	Vertical Position Accuracy
VPE	Vertical Position Error
WWG	Working Without Guarantee