



European  
**G**lobal Navigation  
**S**atellite Systems  
**A**gency

## **CALL FOR PROPOSAL**

**Number: GSA/GRANT/EGNOS/03/2014**

**Title: Acceleration of EGNOS adoption in the field of civil aviation**

The present call for proposals is composed of a set of Submission Documents, which form an integral part of this call.

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## **1. CONTEXT**

### **1.1. Introduction**

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 1<sup>st</sup> 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 2<sup>nd</sup> 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 26<sup>th</sup> July 2012.

Operational implementation of EGNOS in aviation is a strategic goal to ensure the success of the programme. In this context, the objective of this activity is to foster EGNOS adoption in the European civil aviation, enabling on the one hand, users to equip and use their aircraft/rotorcraft fleet with GPS/SBAS enabled avionics and, on the other hand, Air Navigation Service Providers and aerodromes/heliports to implement EGNOS based operations in Europe.

### **1.2. Background of the call**

Under the Delegation Agreement concluded with the Commission on 16/04/2014 the European GNSS Agency (GSA) is entrusted with the management of operational activities relating to the exploitation of the EGNOS Programme, including infrastructure management, maintenance and continuous improvement in accordance with the Programme Management Plan.

In this framework, and in accordance with GSA Work programme 2014 (<http://www.gsa.europa.eu/more-information>) published on the GSA website, the GSA is launching a call for proposals to increase EGNOS adoption in civil aviation.

## **2. SCOPE AND OBJECTIVES OF THE CALL**

### **2.1. Scope of the call for proposals**

The purpose of this call is to award a number of grants to foster EGNOS operational implementation for regional aviation, business (corporate) aviation, general aviation (training, emergency services) and rotorcraft, considered the main aviation market segments for EGNOS and those maximising public benefits. Commercial operators and/or OEMs interested in benefitting from EGNOS may also apply to the call.

To this end, applicants shall submit with the applications:

- a **Work Plan** covering the activities to be supported through the grant, allocation of resources and estimated budget. This document should define the scope of the work, the proposed approach and explain how the specific objectives and operational requirements set in below will be addressed;
- a set of **Technical forms** describing the scope of the proposed activities.

The budget must be drawn up in Euro. Applicants that foresee that costs will not be incurred in Euro are invited to use the exchange rate published in the Official Journal of the European Union for the purpose of drafting the estimated budget of the action.

The applications for grants will be evaluated against the evaluation criteria as defined in Section 6, 7, 8 and 9.

## **2.2. Objectives and areas of activities of the call for proposals**

This call for proposals aims at:

1. Fostering the design, development and operational implementation of EGNOS based operations, including approach procedures at different European aerodromes and EGNOS based routes.
2. The development and installation of GPS/EGNOS enabled avionics and granting of airworthiness certification for RNP APCH procedures down to LPV minima.
3. The approval of Air Operator Certificate for LPV operations of aircraft already equipped with SBAS capabilities.
4. Development of enablers to accelerate EGNOS adoption and preparation for future capabilities, such as LPV 200.

## **3. ACTIVITIES ELIGIBLE FOR FUNDING UNDER THE GRANTS TO BE AWARDED UNDER THIS CALL**

### **3.1. Areas of activities**

The implementation of actions within one or more of the areas of activities described below shall be addressed in the proposals:

#### **A – RNP APCH procedures to LPV minima**

By the end of May 2014, 108 RNP APCH procedures down to LPV minima were operational in Europe. Projects under this area of activity shall focus on the design, development and publication of EGNOS LPV approach procedures at European airports, aiming at publication of the **new RNP APCH procedures including LPV minima based on EGNOS** in national AIPs. Activities typically required to set up new PBN Instrument Approach Procedures may include, among others, procedure design, safety assessment, ground and flight validation, training for air traffic control officers and/or pilots, and publication. Proposals shall contribute to track actual EGNOS based performed approaches in Europe. Applications are mostly expected from ANSPs, airports owners or operators.

#### **B – PinS Procedures to LPV minima**

This area of activity is focused in helicopter Point In Space (PinS) approach operations. PinS approaches may be implemented to serve heliports, helipads or oilrigs, and even be designed as Simultaneous Non-Interfering Approaches (SNI) to avoid conflicts with fixed-wing traffic operating at a certain airport. The amendment to ICAO PANS-OPS including procedure design criteria for PinS LPV approaches is expected to be published by the end of 2014 and the first PinS LPV approach is already operational in Switzerland. The

proposal shall envisage the operational implementation of the **new PinS procedures including LPV minima based on EGNOS** by the end of the project. Proposals shall contribute to track actual EGNOS based performed approaches in Europe. Applications are mostly expected from ANSPs, airport/heliport owners or airport/heliport operators.

#### **C – Aircraft or rotorcraft forward fit**

A large number of aircraft currently under production include LPV approach capabilities as part of their standard avionics suites. This is becoming a trend for most regional, business and general aviation new models. However, certain aircraft OEMs may include the SBAS LPV capability as an optional package in some of their models. A proposal addressing this area of activity shall target the development of SBAS LPV capability in new aircraft models and/or its entry into operation. Proposals shall contribute to track actual EGNOS based performed approaches in Europe. Applications are mostly expected from aircraft or rotorcraft OEMs and operators.

#### **D – Aircraft or rotorcraft retrofit**

This area of activity focuses on in-service aircraft and rotorcraft not certified to perform LPV approaches. Proposals should target the tasks to achieve operational use of the LPV capabilities, including hardware upgrades or acquisition, hardware installation and certification and/or obtaining the specific operational approval from the national authority, when necessary. Airframes already equipped with the suitable avionics, may require funding contribution to obtain specific approval. Proposals shall contribute to track actual EGNOS based performed approaches in Europe. Applications are mostly expected from aircraft or rotorcraft operators.

#### **E – Development of Service Bulletin**

Aircraft or rotorcraft manufacturers may generate Service Bulletins (SBs) to include SBAS LPV capabilities in some of their models. These improvements are usually offered to customers as optional items for purchase. Proposals addressing this area of activity will target the development of SBs involving SBAS LPV and their commercialisation. Proposals shall contribute to track actual EGNOS based performed approaches in Europe. Applications are mostly expected from aircraft or rotorcraft manufacturers.

#### **F – Development of Supplemental Type Certificate**

Supplemental Type Certificates (STCs) are major modifications to an existing type certified aircraft. STCs are usually developed, designed and owned by non-TC holders (Part-21 EASA approved organisations). This area of activity addresses the development of STCs involving SBAS LPV and their commercialisation. Applications are mostly expected from EASA Part-21 organisations (DOA) and avionics manufacturers.

#### **G – Development of enablers and other EGNOS based operations**

This area of activity addresses the development of enablers to accelerate EGNOS adoption and its operational use by civil aviation. Proposals may include but not be limited to hardware/software development, processes implementation and related trials. The proposals should demonstrate the need for such enablers by aviation stakeholders and readiness of the proposer to accomplish the proposed tasks within the time of the project. Examples of activities in this area include development of simulators or validation tools for EGNOS based operations.

In addition, activities covered in this area of activity may also include other EGNOS based operations, beyond RNP approaches down to LPV minima, such as, but not limited to, those described below:

- Development of RNP 0.3 routes where GNSS prediction is replaced by EGNOS. Cross border routes are encouraged. Applications are mostly expected from ANSPs.
- Localizer Performance (LP) approaches. At some airports, it may not be possible to meet the requirements to implement an RNP approaches down to LPV minima. This may be due to obstacles and terrain along the desired final approach path, airport infrastructure deficiencies or inability of

SBAS to provide the desired availability of vertical guidance (i.e. an airport located on the fringe of the SBAS service area). . Proposals addressing this area of activity shall propose a consistent plan to implement SBAS LP approach procedures. Applications are mostly expected from ANSPs, airports owners or airport operators.

- LPV 200 (SBAS CAT I): activities in this area shall address preparation for the implementation of approach procedures benefitting from the LPV 200 Service Level provided by EGNOS in the near future. Proposals shall seek gaining effective operational implementation experience, conducting the required implementation work and, whenever possible, publishing the manoeuvres in the national AIPs. Applications are mostly expected from ANSPs, airport owners or airport operators.

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

The following deliverables, among others, are expected to be submitted by the beneficiaries:

- (1) Areas A and B: operational implementation of the new EGNOS based approach operation, including publication in the national AIP, when applicable, or approval from the competent authority.
- (2) Areas C and D: report on upgraded aircraft capabilities, including airworthiness and operational approval.
- (3) Areas E and F: Service Bulletin and/or Supplemental Type Certificates (STCs) commercially available for airspace users.
- (4) Area G: commercially available enabler (hardware/software/certification) and/or operational implementation of the new EGNOS based operation.

## 4. TIMETABLE

Scheduled start-up date for the action under the grant agreements: from the date of signature of the grant agreement, unless the applicants can demonstrate the need to start the action before the agreement is signed<sup>1</sup>.

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

Indicative timetable of the award procedure and signature of the agreements:

	Stages	Date and time or indicative period
a)	Publication of the call	1 August 2014
b)	Deadline for submitting applications	31 October 2014 – at 16:00 Prague time
c)	Evaluation period	November 2014

<sup>1</sup> In case the applicants demonstrate the need to start the specific action before the signature of the grant agreement, the start date of the action may be before the agreement is signed but in no circumstances before the date of submission of the grant application. The costs may be eligible as from the start date of the action.

d)	Information to applicants on the outcome of the evaluation	December 2014
e)	Signature of the first Grant Agreement (s)	December 2014

## 5. EU FINANCING

**Indicative maximum budget** allocated to this call: EUR 6.000.000

Indicative number of projects: 12

**Indicative value of a grant** allocated to the successful beneficiaries: EUR 500.000

**Maximum EU financing rate** of eligible costs: *up to 60 %*

GSA reserves the right to award a grant of less than the amount requested by the applicant. In such a case, applicants 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.

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

### 5.1. General principles of EU financing

#### Non-cumulative award

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

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

Applicants have to inform the GSA 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

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun, provided the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application (see Section 5).

#### Co-financing

Grants shall involve co-financing, which implies that the resources necessary to carry out the action or the work programme 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 or of the work programme may take the form of:

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

In-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiaries, shall not be included in the proposal and shall not be taken into account for the co-financing of eligible costs. The corresponding costs are not eligible.

#### No-profit rule

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

Where a profit is made, the GSA is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. For this purpose, profit shall be defined as a surplus of the receipts over the eligible costs incurred, when the request for payment of the balance is made.

### **5.2. Eligible cost of the grant**

In order to be eligible for funding, costs shall be actually incurred by the beneficiaries and meet the following criteria:

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

The 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.

The costs incurred by entities affiliated<sup>2</sup> to a beneficiary may be eligible, provided that:

<sup>2</sup> Affiliated entities can be:

- several legal entities forming together one legal entity or 'sole beneficiary' which may, or may not, have been specifically established for carrying out the action (e.g. groupings, joint ventures).
- legal entities having a legal or capital link with a beneficiary or co-beneficiary, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. networks, federations, trade-unions).

- the entities concerned are identified in the grant agreement. For that purpose, they and the activities they are involved in must be specified in the application form;
- the entities concerned abide by the rules applicable to the beneficiary under the grant agreement with regard to eligibility of costs and rights of checks and audits by the GSA, the Commission, OLAF and the Court of Auditors.

**Please note that the exact scope of the eligibility of costs is defined in the grant agreement, which will be signed with the successful applicants.**

### **5.2.1. Eligible direct costs**

Direct costs of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They shall not include any eligible indirect costs.

The following categories of costs can be considered as eligible direct costs:

- (1) the **costs of personnel** working under an employment contract with the beneficiary 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 beneficiary's 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;
- (2) The **costs of natural persons working under a contract with the beneficiary other than an employment contract** (in-house consultants) may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:
  - i. the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;
  - ii. the result of the work belongs to the beneficiary; and
  - iii. the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;
- (3) **costs of travel** and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;
- (4) for **equipment and other assets** (new or second-hand) **procured** specifically for the action and in accordance with Article II.9 of the Grant Agreement
  - (a) the **full purchase costs** provided that they are treated as capital expenditure in accordance with the tax and accounting rules applicable to the beneficiary and are recorded in the fixed

assets account of its balance sheet AND will not have an economic value at the end of the action OR the purchase in itself is the purpose of the action,

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.

Please note that if the full purchase cost of equipment or assets is eligible, the beneficiary cannot declare depreciation costs of the same equipment or assets under the grant agreement and under any other grant funded from the EU budget.

Please note that each applicant shall choose between **reimbursement of** the “full purchase costs of equipment or assets” and the “depreciation costs” charging methodologies and shall apply **ONLY** one of the two in respect to all related costs within an **activity**/grant.

- (5) **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 beneficiary 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 beneficiary,
- (6) 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;
- (7) when **using technical facilities or laboratories the above rules (4) to (6) for eligibility of costs apply accordingly.**
- (8) **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;
- (9) **costs arising directly from requirements imposed by the grant agreement** (dissemination of information, specific evaluation of the action, **audits**, translations, reproduction), **including the costs of requested financial guarantees**, provided that the corresponding services are purchased in accordance with the conditions applicable to **the award of contracts necessary for** the implementation of the action;
- (10) **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 the award of contracts necessary for the implementation of the action are met;
- (11) **costs of financial support to third parties within the meaning of Article II.11 of the grant agreement** provided that the conditions laid down in that article are met;
- (12) **duties, taxes and charges** paid by **the beneficiary, notably value added tax (VAT)**, provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement. In particular, 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).

### **5.2.2. Eligible indirect costs**

Indirect costs or overheads can include costs connected with infrastructures and the general operation of the organisation such as hiring or depreciation of buildings and plant, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, etc.

**A flat-rate amount of 7% of the total eligible direct costs of the action 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 from the Commission.

### **5.2.3. Non-eligible costs**

In addition to any other costs which do not fulfill the conditions set out in Section 6.2 above, the following costs shall not be considered eligible:

- return on capital;
  - debt and debt service charges;
  - provisions for losses or debts;
  - interest owed;
  - doubtful debts;
  - exchange losses;
  - costs of transfers from the GSA charged by the bank of a beneficiary;
  - costs declared by the beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by the Commission or other Union bodies than the GSA for the purpose of implementing the Union 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 Union budget during the period in question;
- contributions in kind from third parties;
  - excessive or reckless expenditure;
  - deductible VAT;
  - participation by any staff of the Union institutions in the action.

### **5.3. Contracts necessary for the implementation of the action: Subcontracting under grant agreements**

Where the implementation of the action requires the award of contracts, the beneficiary must ensure that the contract is awarded to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

Entities acting in their capacity of contracting authorities shall abide by the applicable national public procurement rules, in the meaning of Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts or contracting entities in the meaning of Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

### **Sub-contracting for the purpose of the action**

Sub-contracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action as described in the proposal. Such contracts must satisfy the conditions applicable to contracts necessary for the implementation of the action and, in addition, the following conditions:

- Subcontracting may only cover the implementation of a limited part of the action;
- It must be justified having regard to the nature of the action and what is necessary for its implementation;
- The proposal should clearly identify the subcontracted activities.

**Subcontracting does not in any way limit the responsibility of beneficiaries for the implementation of the action. Please note that the beneficiaries should have the necessary capacity to perform the project. Only tasks that are not core activities can be sub-contracted to consultants or other third parties.**

**It is not necessary to have already selected subcontractors at the time the proposal is submitted. However, cost of contractors not selected in accordance with the rules referred to in the first two paragraphs of this Section will not be eligible.**

#### **5.4. Final amount of the grant arrangement**

The draft grant agreement annexed to this call for proposals specifies the calculation of the final grant and the payment arrangements.

Your attention is in particular drawn to the General Conditions of the draft grant agreement, where the eligibility conditions of costs are described.

EU grant may not have the purpose or effect of producing a profit within the framework of the action. For this purpose, profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. Where such a surplus occurs, the GSA is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiary.

#### **5.5. General rules for the estimated budget**

The estimated budget of the action or work programme is to be attached to the application form following the model provided in the Form B2.

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

Applicant organisations in countries where the Euro is not the national currency are asked to use the official EU exchange rates that can be found on the following website:

<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=en>

During the execution of the grant agreement, costs which have been incurred in other currencies than the Euro shall be converted according to the provisions of the grant agreement.

For selected 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 payment

## 6. ELIGIBILITY CRITERIA APPLICABLE TO THIS CALL

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

### 6.1. Eligible applicants

**To be eligible, applications must comply with the following conditions:**

- They must be submitted by:
  - (i) legal persons (with legal personality) that are national agencies, research institutes, universities or any other key organizations or bodies active in the field of aviation and/or space sector and established in an EU Member State or another participating third country to the activities of the European GNSS Programmes<sup>3</sup> (Article 30 of the GNSS Regulation), and/or
  - (ii) natural persons that are experts in the field of aviation and space sector and independent from the industry and are nationals of an EU Member State or another participating third country to the activities of the European GNSS Programmes<sup>4</sup> (Article 30 of the GNSS Regulation),

In addition, the following eligibility criteria applies per area of activity defined in section 3.1

- for areas A and B they are submitted by at least one entity representing Air Navigation Service Providers (ANSPs) or Aerodromes/heliports/helipads;
- for areas C, D, E and F they are submitted by at least one entity representing airspace users such as airlines, flight operators, pilots/aircraft owners, avionics and aircraft manufacturers;

Applicants shall not be in one of the situations referred to in Articles 106(1) and Articles 107, 108 and 109 of the EU Financial regulation.

The different legal and natural persons involved in the same proposal (applicant consortium) must submit a joint proposal. For that purpose, they should choose within their midst a lead organisation, referred to as the coordinator. All applicants in the same consortium shall agree upon appropriate arrangements between themselves for the proper performance of the action. In particular, they shall accept joint and several financial responsibility of the debt of a defaulting beneficiary up to the value of the contribution that the beneficiary held liable is entitled to receive, as stipulated in the General Conditions of the draft grant agreement.

The coordinator and other applicants must satisfy the same eligibility criteria.

Legal entities having a legal or capital link with applicants, 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 (see Section 5.2). For that purpose, applicants shall identify such affiliated entities in the application form. The affiliated entities will have to comply with the same eligibility and non-exclusion criteria as those applying to the applicants.

### **Supporting documents proving compliance with the eligibility criteria**

<sup>3</sup> At the time of publication of this call, Switzerland and Norway are expected to participate in the GNSS programmes. Confirmation of their participation is, however, subject to the satisfactory conclusion of their respective procedures adopting the cooperation agreements.

<sup>4</sup> At the time of publication of this call, Switzerland and Norway are expected to participate in the GNSS programmes. Confirmation of their participation is, however, subject to the satisfactory conclusion of their respective procedures adopting the cooperation agreements.

The applicants and any affiliated entities shall provide the following supporting documents to establish their eligibility:

- **private legal persons:** extract from the official journal, copy of articles of association, extract of trade or association register or 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 persons:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
- **natural persons:** photocopy of identity card and/or passport.

**Consortium:** in addition to the supporting documents referring to the legal status of each applicant, applicants applying jointly must submit letters confirming their participation to the project and their role in the consortium (coordinator or consortium partner).

## 6.2. Admissible applicants

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

- Applications must be sent no later than the deadline for submitting applications referred to in section 11,
- Applications must be submitted in writing, using the submission set,
- Applications must be drafted in one of the EU official Languages with a preference to English. If your proposal is not in English, a translation of the full proposal or of an extract would be of assistance to the evaluators;
- Applications must respect the maximum rate for EU co-financing.
- Applications must respect the maximum amount for EU co-financing.

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

## 7. EXCLUSION CRITERIA

### 7.1. Exclusion criteria

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the GSA can justify, including by decisions of the European Investment Bank and international organisations;

- they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the GSA or those of the country where the action is to be performed;
- they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- they are subject to an administrative penalty.

The same exclusion criteria apply to affiliated entities.

## **7.2. Exclusion from award**

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

- are subject to a conflict of interest<sup>5</sup>;
- are guilty of misrepresentation in supplying the information required by the GSA as a condition of participation in the grant award procedure or fail to supply this information;
- find themselves in one of the situations of exclusion, referred to in Section 7.1.

The same exclusion criteria apply to affiliated entities.

## **7.3. Supporting documents proving compliance with the non- exclusion criteria**

Applicants and any affiliated entities must sign a declaration on their honour certifying that they are not in one of the situations referred to above by filling in the **“Exclusion Criteria Form”**. Please note that the GSA may require further evidence.

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

By using the “Exclusion Criteria Form” applicants shall declare on their honour that they are not in one of the situations referred to in Articles 106 and 107 of the Regulation (EC, Euratom) n° 966/2012 on the financial rules applicable to the general budget of the Union (Financial Regulation).

Please note that, according to articles 109 and 131.4 of Regulation (EC,Euratom) n° 966/2012 on the financial rules applicable to the general budget of the Union (Financial Regulation) and according to article 145 of the Commission Delegated Regulation (EC, Euratom) n° 2342/2002 on the rules of application of the Financial Regulation, administrative and financial penalties may be imposed by the Commission on applicants who are excluded in relation to points a) to h) of the form in question.

For grants with a value exceeding € 60 000, the Agency may require further evidence, as indicated in article 143 Rules of Application.

<sup>5</sup> Any situation where the impartial and objective implementation of the grant agreement is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest

## 8. SELECTION CRITERIA

### 8.1. Financial capacity

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

- a) Low value grants ( $\leq$  EUR 60 000):
  - a declaration on their honour.
- b) Grants  $\geq$  EUR 60 000:
  - a declaration on their honour and,
  - the table provided for in the application form (Annex B3), filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form. For newly created entities, the business plan might replace the above documents.

On the basis of the documents submitted, if GSA considers that financial capacity is not satisfactory, it may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee;
- reject the application.

The verification of the financial capacity **shall not apply to public bodies or international organisations**.

### 8.2. Operational capacity

Applicants must show they have the **operational (technical and management) capacity** to complete the operation to be supported and must **demonstrate their capacity to manage scale activity** corresponding to the size of the project for which the grant is requested. In particular:

- The team responsible for the activities must have an eminent technical competence,
- Applicants must have a high degree of specialisation **in areas relevant for the activities subject to the proposal,**
- Applicants must prove that they are able to perform EGNOS based operations implementation,
- Applicants must prove that they have at their disposal technical infrastructures (relevant design and validation tools and/or hardware/software tools) necessary to perform the implementation of EGNOS operation, aircraft equipment of EGNOS adoption enabler.

In this respect, applicants have to submit in addition to the declaration on honour (form B5) the following elements:

- description of the profile of the people primarily responsible for managing and implementing the activities (relevant CV in attachment);
- a description of the technical equipment, tools or facilities at the disposal of the applicant.

In the case of affiliated entities forming together a sole applicant, the above requirements apply to each affiliate entity.

## 9. AWARD CRITERIA

When assessing the below award criteria, the evaluation committee generally pays attention to the elements indicated below for each criterion. Please note that these elements, which are indicative and non-exhaustive, are given on the basis of transparency and in order to help applicants to improve their applications.

AWARD CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
<b>1. Relevance of the proposal and credibility of the proposed approach</b>	<b>40</b>
<i>e.g. How relevant is the proposal to the objectives of the published theme?</i>	
<i>Overall quality of the proposal in terms of its methodology</i>	
<i>Feasibility of the proposal targeting operational implementation</i>	
<i>Involvement and endorsement of key stakeholders, such as CAA</i>	
<i>Proven experience in EGNOS based operations implementation</i>	
...	
<b>2. Impact in terms of economic and public benefits derived from the proposal</b>	<b>30</b>
<i>e.g. Is the proposal supported by a positive Cost Benefit analysis?</i>	
<i>Public and economic benefits thanks to rationalisation of ground infrastructure thanks to LPV implementation</i>	
<i>Increased access to small airports thanks to EGNOS and catalyst for more efficient airspace use</i>	
<i>Maximisation of the operational use of EGNOS: Equipment of aircraft flying to LPV destinations and implementation of LPVs at airports within the destination network of operators equipped with LPV capabilities</i>	
...	
<b>3. Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources</b>	<b>30</b>
<i>e.g. Appropriateness of the management structures and procedures, including risk and innovation management</i>	
<i>Complementarity of the participants within the consortium</i>	
<i>Coherence of the work plan in terms of activities' definition, schedule, effort and cost, including justification of the resources to be committed</i>	
<i>Feasibility of the proposed work plan: availability of necessary regulations and support from authorities shall facilitate implementation activities</i>	
...	
<b>Maximum total score</b>	<b>100</b>

If a total score lower than **50** 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.

## **10. PREPARATION OF PROPOSALS**

### **10.1. Structure of the Proposal**

Documents are to be filled in by each beneficiary signed and submitted in paper.

The **submission set** comprises the following **forms**:

A1 – Proposal Overview

A2 – Proposal Summary

A3 – Lead organisation profile (+Legal Entity Form (LEF) + Financial Identification Form)

A4 – Beneficiary profile (+ LEF)

A5 – Additional Funding

B1- Technical proposal (additional documents can be annexed to this form to complement the information)

B2- Preliminary Budget

B3 – Financial capacity ratios (form B3 shall not apply to public bodies and international organisations)

B4– Operational capacity

B5 – Declaration of honour

The technical proposal (form B1) should be submitted by way of a template, consisting of a list of headings. Follow this structure when presenting the technical content. The template is designed to highlight those aspects that will be assessed against the evaluation criteria. It covers, 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.

### **10.2. Structure of the consortium**

The call for proposal sets out the possibilities and requirements in terms of the number of potential beneficiaries of the grant covered by this call. Please note that only entities which comply with the provisions set out in section 6 of the call for proposals are eligible to participate in this call. Applicants will have to choose a lead applicant from their midst, who will take the role as coordinator. The group of applicants submitting the joint proposal is referred to as a consortium. The coordinator will submit the application on behalf of all applicants.

- **Lead applicant (coordinator)**

The lead applicant is the coordinator of a consortium established between several applicants (consortium partners), submitting a joint proposal. The lead applicant will be the intermediary for all communication between the co-beneficiaries and the GSA and responsible for supplying all documents and information to the GSA.

- **Co- Applicants (consortium partners)**

Applicants act in a consortium, submitting a joint proposal. Each co-applicant (consortium partner) will be considered as co-beneficiary if the proposal is successful.

The applicants/co-beneficiaries of a consortium shall agree upon appropriate arrangements between themselves for the proper performance of the specific actions. They shall in particular agree on joint and several responsibility for any amount due to the GSA by anyone of them.

The grant agreement shall be signed by each applicant in the successful consortium. Alternatively it shall be signed by the appointed coordinator, provided that a mandate has been provided to it by the other applicants. This mandate has to be submitted before the signature of the grant agreement.

- **Affiliated entities**

The applicant entity will have to indicate its participating affiliated entities in the proposal. The affiliated entities will each have to comply with eligibility and non-exclusion criteria.

- **Subcontractors**

Subcontracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or work programme. Only a limited part of the project may be subcontracted. The beneficiaries remain solely responsible for the implementation of the action.

Subcontractors are not beneficiaries to the grant, nor affiliated entities. The costs of subcontracting can be eligible under the conditions indicated in the FPA. The proposal should clearly specify the activities that will be subcontracted and the contract should be awarded in accordance with the conditions set in the FPA.

### **10.3. Evidence of legal status and financial identification form**

A Legal Entity Form (LEF) and evidence of the applicant's legal status has to be provided at the stage of submission.

A specific form for each Member State is available at the following internet page:

[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)

**For public entities**, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:

- a copy of the resolution, law, decree or decision establishing the entity in question. As an alternative, any other official document attesting to the establishment of the entity by the national authorities may be submitted.
- an official VAT document, where applicable.

**For private entities**, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:

- a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to at ii) below
- a copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities.

**For individuals**, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:

- a legible photocopy of the identity card or passport
- an official VAT document if applicable.

The Financial Identification Form must be duly filled in by the lead applicant (coordinator) only, who will be receiving payments on behalf of the consortium of beneficiaries. The lead applicant (coordinator) will be responsible for distributing payments to the co-partners.

The form 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)

It must be duly filled in and signed, and if applicable be accompanied by the relevant bank statement.

## 10.4. Budget (Annexes B4 and B5)

- **Personnel costs**

All the salaries and costs entering in the remuneration (group insurances, advantage in kind ...) shall be taken into account. The social security charges must also be taken into account.

The Working time is the time actually worked (excluding holidays, bank holidays, weekends and illness). If it is necessary for carrying out the project, time spent on internal meetings, studying general information, training, etc. can also be deducted from the working time. If this is done, time spent on these activities may under no circumstances be charged to the project nor may it be included in the calculation of overheads. Furthermore, the time deducted for this purpose needs to be justified with reliable statistics or time recording.

An example of the calculation of working time:

Total days in a year	365
Weekends	-104
Annual holidays	- 21
Statutory holidays	- 15
Illness/Others	- 05
<b>Working days in a year</b>	<b>220</b>

The amount per day will be calculated by dividing the yearly salary by the working days. The yearly salary can be estimated by using total individual annual staff costs for the last financial year and by applying an estimated salary increase for the period under which the project will be implemented, if necessary.

*The total personnel costs will result from multiplying the daily/hourly amount rate for the days/hours of work.*

**Important:**

Activities that **cannot** be deducted for the calculation of the working time and that cannot be charged to the project are: Sales and marketing; Preparation of proposals; Administrative time (often means “unsold” time).

In principle, staff working full-time will be considered for verification purposes to be working 220 days per year, half-time staff 110 days per year. Any substantial deviation from this indicative working time needs to be justified and explained in the proposal, on basis of accounting evidence or a time recording system.

- **Travel and Subsistence Costs**

Only the costs for the staff’s travel and subsistence allowances should 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 form – Other expenditure.

Reimbursement of travel costs can be requested for meetings, European conferences, etc. provided that they are in line with the usual practices of the beneficiary. Alternatively, they should not exceed the scales approved annually by the Commission. These Commission rates can be consulted on this address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems)

The costs reported should comply with the followig:

- travel by the most direct and most economic route;
- distance of at least 100 km between the place of the meeting and the normal place of work;
- 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 missions, including hotels, restaurants and local transport (taxis and/or public transport). They apply for each day of a mission at a minimum distance of 100 km from the normal place of work in the context of the project forming the subject of the grant agreement.

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

Beneficiaries who want to declare travel costs as eligible costs of the project will have to provide the following information for each travel (of at least 100 km between the place of the mission and the normal place of work):

- 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: 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 documents supporting the above costs have to be kept from the very beginning of the project (e.g. travel tickets, boarding passes, invoices from the travel agency, etc.) The GSA 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.

- **Equipment or other assets/depreciation costs**

The full value of the equipment or other assets **which are strictly necessary for the purpose of carrying out the action**, such as avionics retrofit solutions or Supplemental Type Certificate can be fully charged as direct costs or made subject to depreciation applying the rules detailed under section 5.2.1 for “equipment and other assets procured specifically for the action in accordance with Article II.9 of the Grant Agreement”.

**Please note that if the full purchase value of equipment or assets is eligible, the beneficiary cannot declare depreciation costs of the same equipment or assets under the grant agreement and under any other grant funded from the EU budget.**

**Please note that each applicant shall choose between the “full purchase value of equipment or assets” and the “depreciation costs” charging methodologies and apply ONLY one of the two in respect to all related costs within an activity/grant.**

Regarding equipment or other assets, such as computer equipment, office material, furniture, laboratories, etc. not specifically procured but directly used for the action, costs for depreciation may be eligible applying the rules also detailed down under section 5.2.1 for such cases.

- **Other Costs**

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 contracts necessary for the implementation of ancillary services, goods etc. needed to carry out the action (e.g. dissemination of information, specific evaluation, translations, reproduction...), including purchase of consumables and supplies. They do not cover contracts that imply any externalisation of activities included in the action described in the proposal, which should be included 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 Union funding. More general office supplies, stamps or other stationary is comprised in the indirect costs and cannot be considered under this heading.

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

- **Subcontracting Costs**

Subcontracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or workprogramme as described in the proposal.

Such contracts may only cover the implementation of a limited part of the action. Please verify the call for proposals what limitations have been indicated. Recourse to the award of contracts must be justified having regard to the nature of the action and what is necessary for its implementation.

The tasks concerned must be set out in the description of the action and the estimated costs of subcontracting must be clearly identifiable in the estimated budget.

The beneficiaries must award the contract to the bid offering the best value for money or the lowest price (as appropriate), and avoid in conflicts of interest. Public entities should abide by national public procurement rules.

Please note that subcontracting, which is not covered in the proposal, requires the approval of the GSA. Any modifications on an *ad hoc* basis while the action is under way must be presented for ex-ante approval.

- **Third Parties Costs**

Third Parties have a legal link with the beneficiary not limited to the action and not based on a contract for the purchase goods, works or services or the implementation of specific action tasks.

The eligible costs are only the costs of the linked third party, no profit is allowed (neither for the linked third party nor for the beneficiary).

## **11. SUBMISSION OF PROPOSALS**

Please note that **electronic submission is not allowed for this call.**

The proposal may be submitted in any of the official languages of the European Union but English version would be appreciated. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of the abstract may be included in Part B of the proposal.

The proposal shall be submitted by letter:

a) either by post or by courier not later than **31/10/2014**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.

b) or delivered by hand not later than **31/10/2014 16:00 Prague local time** to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the GSA official who took delivery.

The GSA 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 – NOT TO BE OPENED". If self-adhesive envelope is used, it must be sealed with adhesive tape and the sender must sign across this tape.

**CALL FOR PROPOSALS**

**Number: GSA/GRANT/EGNOS/03/2014**

**Title: Acceleration of EGNOS adoption in the field of civil aviation**

**GSA – Market Development Department**

**Janovského 438/2**

**170 00 Prague 7- Czech Republic**

**12. EVALUATION AND AWARD OF PROPOSALS**

**12.1. 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. In addition, the GSA reserves the right to use any other information from public or specialist sources. The information will be assessed in light of the 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 document submitted in connection with the application, in particular in the case of evident material errors.

At the end of the evaluation, proposals will be:

- Proposed for award, in order of ranking, based on the score obtained after evaluation, and indicating the proposed amount to be awarded,
- Rejected, stating the reasons for rejection.

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

## **12.2. Award of the grant agreement**

The GSA may decide to request applicants, whose proposals have been recommended for award by the evaluation committee, to make certain limited adaptations to their proposal. In that case, applicants will receive a letter setting out the requested modifications which must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposals. However, a proposal might be rejected if the applicant refuses to ensure a positive follow-up to the request.

On the basis of a recommendation to award of the evaluation committee, a positive outcome of the suggested modifications to the proposal and a verification of additional documentation requested, the grant is awarded and the agreement signed.

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

- the application was submitted after the closing date;
- the application is incomplete or otherwise non-compliant with the stated administrative conditions or in any other way does not comply with the eligibility criteria as set out the call for proposals;
- the applicant or one or more participants are ineligible;
- the technical capacity is considered insufficient;
- the financial capacity is considered insufficient;
- the proposal has not reached the minimum scores as indicated in the award criteria detailed in the call for proposals.
- the score obtained by the proposal is not ranked amongst the best proposals considered for the award.

The GSA's decision to reject an application is final.

## **13. CONTACTS**

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

Before the final date for submission of proposals,

- At the request of the applicant, the GSA may provide additional information solely for the purpose of clarifying the nature of the call.
- Any requests for additional information must be made in writing only to the coordinates stated below.
- The GSA 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 GSA internet page 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 GSA will contact the applicant provided the terms of the proposal are not modified as a result.
- If the GSA finds that those proposals, which have been listed for award, could be improved by limited adaptations. In such case, these applicants will receive a formal letter setting out the proposed modifications.

#### **Contact coordinates for the call:**

GSA: EGNOS Market Development Department

E-mail address: [EGNOS-adoption-aviation@gsa.europa.eu](mailto:EGNOS-adoption-aviation@gsa.europa.eu)

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

## **14. DATA PROTECTION**

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposals will be processed solely for that purpose by the Executive Director of the GSA.

Details concerning the processing of personal data are available on the privacy statement at:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the applicant or beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System

(for more information see the Privacy Statement on:

[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) ),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/expained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/expained/management/protecting/protect_en.cfm))

## **15. PUBLICITY**

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 European Union and of the GSA 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.

The GSA will publish the following information:

- name of the beneficiary;
- address of the beneficiary (legal persons) or reference to the region (natural persons);
- subject of the grant agreement;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, 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.