



CALL FOR PROPOSALS

EUSPA/GRANT/02/2022

HAS implementation in Agriculture and Geomatics

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1. CONTEXT

1.1. Overview

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

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

1.2. Introduction

The mission of the European Union Agency for the Space Programme (EUSPA) is to support European Union objectives and achieve the highest return on the European Global Navigation Satellite System (E-GNSS) investment represented by the EGNOS and Galileo programmes, in terms of benefits to users and economic growth and EU industry competitiveness.

Galileo is the European Global Navigation Satellite System (E-GNSS). It is a system under civilian control, intended to provide navigation services to users, including reliable services for specific user communities. With Galileo satellites working together with other constellations, there are more GNSS satellites available for positioning, navigation and timing (PNT). Therefore, with Galileo, the user is able to exploit a significant improvement in terms of signal availability, especially in harsh environments, such as in urban canyons, where chances to receive signals from GNSS satellites are limited due to the restricted visibility of the sky. Galileo provides precise, reliable and robust open service, enabling other desirable properties such as better resistance against multipath.

In addition, Galileo will provide unique differentiators compared to other GNSS providers such as the Galileo High Accuracy Service (HAS) [AD-1]. HAS is to be an open access and free of charge service based on the provision of precise corrections (orbit, clock, biases, atmospheric) transmitted in the Galileo E6 signal (E6-B, data component) from a subset of the Galileo satellites, allowing the user to achieve improved positioning performance. The precise corrections provided by the Galileo High Accuracy Service will allow users of the service to reduce the error associated to the orbit and clocks provided through the Galileo Open Service broadcast navigation messages and the Global Positioning System (GPS) Standard Positioning Service navigation data. These corrections, together with the biases provided by the service, will enable users to perform precise positioning decimetre level accuracy. Future evolutions of the service will include regional atmospheric corrections to improve convergence times. As part of the HAS initial service, the corrections being broadcast through E6-B will also be delivered through a terrestrial interface, enabling access to the service to users not tracking E6-B and/or retrieval of corrections in environments where access to the Signal in Space (SiS) is more challenging.

The GNSS market and technology is rapidly evolving, following, on the one hand, the push of increasingly sophisticated technologies and employing of complementary techniques and, on the other hand, the pull from the users who have growing demands in terms of positioning accuracy, continuity, availability and interoperability with other systems. Additionally, the price of the GNSS user equipment is decreasing.

GNSS positioning is beneficial to a wide range of applications across several market segments and industries. Geomatics and Agriculture are the largest GNSS segments outside of mainstream applications like road and consumer solutions. GNSS developments in these segments are primarily driven by the need to achieve the required performance in professional Geomatics users need high-precision accuracy (cm level and below) to cover applications such as cadastral surveying, mapping and Geographic Information Systems (GIS), construction, mining surveying, machine control, etc. On the other hand, farmers require

high accuracy levels for precision agriculture applications like automatic steering or Variable Rate Technologies. Typical performance requirements in Geomatics and Agriculture applications include high accuracy, high availability, high tracking sensitivity and high-performance multipath rejection techniques.

The introduction of Galileo HAS will be a breakthrough technological advance for current and new potential applications (e.g. drones, robotics, autonomous driving) in which free of charge decimetre level high accuracy will allow a satisfactory performance. Moreover, positioning solutions will combine the use of Galileo HAS with independent measurements derived from augmentation sensors and radio technologies to achieve better accuracy, availability, sensitivity and robustness against interference and deliver a robust and enhanced positioning service.

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 European Union Agency for the Space programme on the Implementation of the Union Space Programme and Horizon Europe signed on 22 June 2021.

In this framework, and 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-a14608_2.0_spd_2022-2024_0.pdf), EUSPA is launching a call for proposals to design, develop, test and validate Galileo HAS enabled GNSS receiver suitable for Agriculture or Geomatics applications in line with current market trends and needs as further specified below.

2. OBJECTIVES AND SCOPE OF THE CALL

2.1. Objective of the call for proposals

The objective of the grant is to design, develop, test and validate professional GNSS receiver suitable for one or more applications in the areas of Geomatics or Agriculture that will fully support the Galileo High Accuracy Service, both through E6 (according to the Galileo HAS SiS ICD [AD-3]) and Network Transport of RTCM via Internet Protocol (NTRIP), with real-time processing and positioning computation. The development funded through this call may be based on already existing technologies, however they shall go beyond the current state of the art when applied to the specific application area chosen by the applicants.

By professional receiver is meant a fully functioning device ready to fit the target application and meeting its specific constraints (e.g. cost, weight, size, power consumption, etc.) and performance requirements, with a target Technology Readiness Level (TRL)¹ of 7.

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

¹ https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

- Accuracy;
- Availability, including indoor penetration;
- Seamless outdoor/indoor navigation;
- Fast acquisition and tracking;
- Multipath mitigation;
- Robustness, including interference detection and mitigation;
- Authentication;
- Size factor;
- Hybridisation with multiple sensors (accelerometer, gyroscope, Inertial Measurement Unit (IMU), etc.);
- Optimised performance in urban canyons;
- Integration in handheld devices;
- Integration in tractor On-Board Unit (OBU).

The above list is not exhaustive, and it is up to the applicant to propose the innovation field and define a target for that.

The design and development activities shall aim at creating the GNSS receiver, focusing on the implementation of appropriate algorithms to provide maximum robustness, building up to highest extent on already developed hardware and software suitable for the purpose of this grant. The applicants are therefore invited to specify in their proposal which existing hardware and software the receiver shall be based upon and the related TRL. The applicant shall complement the capability of such hardware and software by developing additional building blocks to allow the capability required in this grant.

The developed receiver shall be used to validate the target performance of both HAS service levels (i.e. Initial Service (Phase 1) and Full Service (Phase 2) [AD-1]) and the applicants will be required to provide feedback to EUSPA for the HAS full service consolidation.

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

As a first step, the applicant is requested to identify the target application(s) or potential areas of applications enabled by the developed technology (i.e. Agriculture or Geomatics). Afterwards, depending on the actual objective, the applicant shall propose a development in line with the scope of work.

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

Task 1: Technology and application selection

The scope of this task is to describe the selected the application(s) justifying the choices made (in terms of market sizing, revenues, technological breakthrough, commonality between different applications, etc.), and describing which are the features that would be developed.

Additionally, the applicant shall describe the technology to be developed clearly justifying the choice in terms of technology gaps to fulfil and shall identify, at least, one application highlighting the benefits that the implementation of the solution proposed will bring to the user in the short term. For the identified application(s) the applicant shall define and quantify the user requirements (for example in terms of accuracy, reliability, robustness, specific environmental conditions, battery consumption, size, etc.) and how the technology developed will fulfill these requirements. The user requirements shall be used as inputs

and be cross-checked against the GNSS User Requirements Documents for the applicable market segment published by EUSPA.

The applicant is requested to submit and clearly describe a summary of the current state-of-the-art and the identified technologies to be developed beyond it.

Task 2: Design and development

Based on the previous task, the applicant shall design and develop the solution(s) proposed considering the application(s) selected and highlighting how Galileo HAS will be integrated. If relevant, the applicant shall specify, also in function of the validation and testing activities (as per task 3), the number of receivers to be developed during the project². A description of the methodology for the receiver requirements identification, design definition and development shall be part of the proposal. The applicants must specify in their proposal how the design and implementation of the receiver will consider the scalability, performance and backwards compatibility necessary to ensure the support of HAS upgrades (e.g. when HAS phase 2 updated documentation will be made available during the project lifetime).

Task 3: Test, verification and validation

The applicant shall submit the methodology for testing, verification and validation of the solution proposed, assessing its performance in an operational environment.

Task 4: Exploitation and dissemination

Define a business plan describing the strategy to exploit the results, including the market update strategy in the selected applications' segment. It shall identify actions that the beneficiary will take during the action (e.g. to get involved with potential business partners and engage them in the evolution of the project to be ready to move to the next commercialisation phase).

A preliminary business plan shall be submitted together with the proposal. The preliminary business plan/market entry strategy shall include relevant information for the Intellectual Property Management in case of multi-beneficiary proposal (i.e. the plan for managing the IPRs among the different co-beneficiaries once the device is finalised).

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

The applicants shall submit at least four (4) technical papers to international conferences. In addition, the applicants shall include a solution(s)' demonstration involving all the main stakeholders and key players in order to disseminate the results of the project. Other possible dissemination means are specialised magazines and sector press, presentations, leaflets and brochures, public event(s), promotional video(s), websites, social networks, etc., which should be considered in a comprehensive communication and dissemination plan to be provided as part of the proposal.

² The applicant is expected to provide to EUSPA 1 prototype of the fully-fledged implemented device.

2.3. Core Activities

For the purpose of this call the following are considered **core** to the project:

- Management and coordination;
- User requirements definition;
- Design and development;
- Testing and validation plan;
- Business strategy definition and implementation;
- Final demonstration

2.4. Deliverables

During the implementation of the action the beneficiaries are expected to submit a number of deliverables including.

The deliverables shall include at least the following:

- (1) Project Management Plan
- (2) Application selection and user requirements document
- (3) System/device requirements document
- (4) Preliminary architecture document
- (5) Detailed architecture and Design Justification File
- (6) Test plan, cases and procedures
- (7) Test report
- (8) Device prototypes and operations manual
- (9) Demonstration of the prototypes in real conditions
- (10) Business plan (preliminary version to be provided in the proposal)
- (11) Dissemination Plan (preliminary version to be provided in the proposal)
- (12) Report on the implementation of the Business plan
- (13) Demonstration material
- (14) Dissemination material

The applicant shall submit in the proposal a suitable submission planning of the proposed deliverables associated to the project milestones defined in Section 2.5 below.

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

2.5. Project Workflow

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

- A. **Kick-Off Meeting (KOM):** The primary objectives of the meeting are

- i. Present the review procedure and organisation and
 - ii. formally authorise the start of the activity.
- B. **Solution(s) Requirement Review (SRR)/Preliminary Design Review (PDR):** The primary objective of this review is to consolidate and approve the solution's requirements specifications and to validate a preliminary design to satisfy those requirements (the possibility of separating the milestone into two, SRR and PDR, is left open to the applicants depending on their proposed solution);
- C. **Critical Design Review (CDR):** The primary objective of this review is the completion of the solution's design and architecture to authorise the start of the development. Exit criteria for this review shall, at least, include the approval of the detailed design in accordance with the requirements and suitable for the implementation phase, including the closure of any open action resulting from the PDR stage;
- D. **Test Readiness Review (TRR):** The primary objective of this review is to assess that the developed product is ready to start the testing phase.
- E. **Final Review (FR):** The primary objective of this review is to verify that the functional and performance testing phase is performed, in compliance with the requirements and the target performances. The milestone shall take place at the end of the project with the acceptance of the product.

The applicant may propose in their offer an adjusted Milestones plan (including deliverable submission planning) to be approved by EUSPA at the Kick-off meeting.

3. TIMETABLE

Tentative starting date for the action is in Q1 2023, unless the applicants can demonstrate the need to start the action before the agreement is signed.
Indicative duration of the action under (each) grant agreement: **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	10 August 2022
b)	Deadline for request for clarifications	16 September 2022
c)	Publication of the clarifications	30 September 2022
d)	Deadline for submitting applications	21 October 2022
e)	Evaluation period	October 2022 - January 2023
f)	Information to applicants on the outcome of the evaluation	January 2023
g)	Signature of the grant agreement	February 2023

4. EU FINANCING

Maximum budget allocated for EU financing under this action: **EUR 2,500,000**

Indicative number of projects: **2 projects**, depending on the quality of the proposals received

Indicative EU financing amount for each project: **EUR 1,250,000**

<p>Maximum EU co-financing rate of eligible costs: 70%</p>

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

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

5. ROLES AND TASKS OF APPLICANT(S)

5.1. Entities involved in the activities subject to the proposal

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

5.2. Single Applicant

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

5.3. Coordinator

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

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

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

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

5.4. Co-applicant(s)

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

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

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

5.5. Affiliated entities

Legal persons having a legal or capital link with the applicant(s), which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs. For that purpose, the applicant(s) shall identify such affiliated entities in the application forms and in the proposal.

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

5.6. Subcontractors

Subcontracting³ refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action.

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

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

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

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

³ 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 grant agreement. Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EC⁴ or contracting entities in the meaning of Directive 2014/25/EC⁵ shall abide by the applicable national public procurement rules.

The subcontracted tasks must be set out in the description of the action (i.e. form B1 and Annex I to the grant agreement) and the estimated costs of subcontracting must be stated in the estimated budget (Form C1 and Annex III to the Grant Agreement). However, approval of subcontracting by EUSPA (whether at the time of the evaluation of proposal or later during the implementation of the action) does not automatically mean that the related costs will be considered eligible and reimbursed. The costs will need to comply with the eligibility criteria indicated in the grant agreement (see also point 2.8 in section 12.2.3 below) in order for them to be reimbursed.

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

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

6. ADMISSIBILITY REQUIREMENTS

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

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

- Applications must be sent no later than the deadline for submitting applications referred to in section 3 and 17,
- Applications must be submitted in writing, using the submission set described in section 16,
- Applications must be drafted in one of the EU official languages with a preference to English. For further information please refer to section 17 below,
- Applications must respect the maximum rate for EU co-financing⁶.

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.

⁴ Directive 2014/24/EC on public procurement and repealing Directive 2014/18/EC.

⁵ Directive 2014/25/EC on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC.

⁶ Proposals exceeding the applicable maximum EU co-financing rate for this call (see section 4) shall not be considered further and will be rejected.

7. ELIGIBILITY CRITERIA

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

7.1. Eligible applicants

- Legal persons established⁷ in and/or natural person(s) who is national of one of the following countries are eligible:
 - EU Member States
 - Switzerland, Norway

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

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

7.2. Multi-beneficiary proposal - Structure of the consortium

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

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

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

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

Certain supporting documents proving compliance with the eligibility criteria need to be provided. For the list please see section 16.2 below.

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

⁷ Established should be understood as having a registered office, central administration or principal place of business in one of these countries.

8. EXCLUSION CRITERIA

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

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

8.1. Exclusion from participation

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

8.2. Exclusion from award

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

- are in exclusion situation established in the A4 form;
- have misrepresented the information required by EUSPA as a condition of participation in the grant award procedure or fail to supply this information upon request by EUSPA;
- were previously involved in the preparation of the call for proposal documents where this entails a distortion of competition that cannot be remedied otherwise;
- are a Restricted Person and fall under the scope of subject to EU Restrictive Measures in the list published at www.sanctionsmap.eu. In case of discrepancies between 'sancitonsmap.eu' and the restrictive measures published in Official Journal of the EU, the latter prevails. Funds under this grant procedure shall not be made available, directly or indirectly, to, or for the benefit of any Restricted Person.

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

9. SELECTION CRITERIA

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

9.1. Financial capacity

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

- a) grant amount < EUR 750 000:
 - a Declaration of Honour (A4 Form) and,
 - a table provided for in the application form (A5 Form), filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form. For newly created legal persons, a business plan might replace the above documents.
- b) grant amount ≥ EUR 750 000:

- in addition to the above, an audit report produced by an approved external auditor, where it is available, and always in cases where a statutory audit is required by Union or national law, certifying the accounts for the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for the last three available financial year.

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

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

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

- public bodies, including Member State organisations;
- international organisations;
- natural persons in receipt of education support;
- natural persons most in need, such as unemployed persons and refugees, and in receipt of direct support;
- persons or entities applying for interest rate rebates and guarantee fee subsidies where the objective of those rebates and subsidies is to reinforce the financial capacity of a beneficiary or to generate an income.
- Low value grants.

9.2. Operational capacity

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

Applicants must show (by using B2 Form) they have the **operational technical capacity** to complete the activities to be supported by this Call for Proposal and must **demonstrate their capacity to manage the activities** corresponding to the size of the project for which the grant is requested.

The above requirements apply also to every affiliated entity.

10. AWARD CRITERIA

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

AWARD CRITERIA	MAX. SCORE
1. Relevance of the proposal to the objectives of the call, credibility of the proposed approach and innovation level of the solution proposed;	40
<i>Clarity and pertinence of the project's objectives to be achieved, including relevance to the call, effective and measurable associated Key Performance Indicators, well justified and reasoned application selection and proper identification of application requirements to be addressed</i>	10
<i>Effectiveness of the approach to design, development and testing of the proposed solution, including technical risk assessment and validation of the performance in an operational scenario</i>	10
<i>Credibility and feasibility of the proposed technical implementation approach, including the scope, consolidation and quality of the specific HAS implementation compatible with the target professional use case/selected application</i>	10
<i>Level of ambition and innovation potential and extent to which the proposed work is beyond the state of the art</i>	10
2. Impact in terms of economic and public benefits derived from the proposal	20
<i>Scope and amount of the estimated benefits for the target market and society as a whole</i>	10
<i>Effectiveness, coherence and viability of the business plan including plan for the commercialisation of the results, and management of IPR and business risk assessment</i>	10
3. Credible and effective dissemination plan for the results in the best interest of the European Union	10
4. Coherence and effectiveness of the work plan and appropriateness of the allocation of tasks and resources	30
<i>Coherence and effectiveness of the work plan, deliverables and milestones plan in terms of activities' definition, scope and schedule</i>	10
<i>Appropriateness of the management structure and procedures, including risk and innovation management</i>	10
<i>Appropriateness and justification of the level of the effort involved and its distribution within the proposed tasks and consortium participants, including complementarity of the proposed resources' skills</i>	10
Maximum total score	100

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

11. LEGAL COMMITMENTS⁸

Applicants are reminded:

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

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

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

In case EUSPA requests the below documents⁹ the applicant shall make them available to EUSPA within the relevant deadlines. EUSPA reserves the right to cancel the award and/or the grant agreement signature process and re-allocate the budget in case of untimely submission. In particular:

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

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.

12. FINANCIAL PROVISIONS

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

12.1. General principles

Non-cumulative award

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

⁸ Articles 180 and 201 of the Financial Regulation

⁹ Please refer to section **Error! Reference source not found.**

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

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

Non-retroactivity¹⁰

No grant may be awarded retroactively for actions already completed.

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

Co-financing¹¹

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

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

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

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

No-profit rule¹²

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 beneficiary¹³.

For this purpose, **profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiaries**, when the request is made for payment of the balance. Where such a surplus occurs, EUSPA is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiaries to carry out the action.

Balanced budget¹⁴

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

¹⁰ Article 193 of the Financial Regulation

¹¹ Article 190 of the Financial Regulation

¹² Article 192 of the Financial Regulation

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

¹⁴ Article 196 (1) e) of the Financial Regulation

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

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

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

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

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

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

Financial support to third parties

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

12.2. Funding form

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

12.2.1. Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 70% of eligible costs incurred in the implementation of the specific actions taking into account the maximum grant amount referred to in section Error! Reference source not found..

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

12.2.2. Eligible costs of the grant

- A) Costs actually incurred by the beneficiary of a grant which meets all the following criteria:
- they are incurred during the duration of the action, as indicated in the grant agreement, with the exception of costs relating to the preparation of the final reports and audit certificates;
 - they are indicated in the estimated budget of the action;
 - they are necessary for the implementation of the action, in accordance with the description of the action, attached to the grant agreement;
 - they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
 - they comply with the requirements of applicable tax and social legislation;

- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The same criteria apply to the affiliated entities.

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

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

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

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

12.2.3. Eligible direct costs

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

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

1. Personnel costs are:

- 1.1 cost of personnel working under an employment contract
- 1.2 costs of natural persons working under a contract with the beneficiaries other than an employment contract
- 1.3 unit costs of owners of SMEs who do not receive a salary or natural persons who do not receive a salary
- 1.4

2 Other direct costs are:

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

1. Personnel costs

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

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

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

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

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

The 'hourly rate' is calculated as follows:

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

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

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

- (i) 'fixed number of hours': 1720 hours for persons working full time (or corresponding pro-rata for persons not working full time);
- (ii) 'individual annual productive hours': the total number of hours worked by the person in the year for the beneficiaries *{annual workable hours of the person plus overtime worked minus absences}*. If the contract (or applicable collective labour agreement or national working time legislation) does not allow to determine the annual workable hours, this option cannot be used;
- (iii) 'standard annual productive hours': the standard number of annual hours generally applied by the beneficiaries for its personnel in accordance with its usual cost accounting practices. This number must be at least 90% of the 'standard annual workable hours'. If there is no applicable reference for the standard annual workable hours, this option cannot be used.

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

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

Important:

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

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

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

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

The eligible direct personnel costs declared by beneficiaries that are SMEs for their owners not receiving a salary and by beneficiaries that are natural persons not receiving a salary shall be based on a unit cost per 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*. 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) have to be kept from the very beginning of the project. EUSPA will require them to verify the request for payment validity.

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

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

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

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

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

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

The costs reported should comply with the following:

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

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

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

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

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

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

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

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

or

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

2.3 **costs for equipment or other assets** (new or second-hand) not procured specifically but **directly used** for the action in **proportion to the usage for the action and only during its duration** as

depreciation costs recorded in the accounting statements of the beneficiaries over the period of implementation of the action, provided that the asset is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiaries.

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

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

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

Please refer to Section 5.6 for further details.

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

12.2.4. Eligible indirect costs

A flat-rate amount of 7% of the total eligible direct costs of the action excluding subcontracting costs¹⁵ is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

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

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

12.2.5. Non-eligible costs

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

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

12.2.6. Calculation of the final amount of the grant

The draft grant agreement annexed to this Call for proposals specifies the calculation of the final grant and the payment arrangements. Applicants' attention should particularly focus on the General Conditions of the draft agreement, where the eligibility conditions of costs are described. The EU grant may not have the purpose or effect of producing a profit¹⁶ within the framework of the action.

¹⁵ Indirect costs = 7% * (total eligible direct costs - subcontracting)

¹⁶ See section 12.1 of this Call for Proposal.

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 documents¹⁷ [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 accounts¹⁸].

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

12.3. Payment arrangements

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

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

The interim payment must clear 50% of the amount of the pre-financing payment previously made. The interim payment shall not exceed 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
Pre-financing payment	30%	N/A	
Interim payment	max 40%	Interim Review	Based on the actual requested contribution (i.e. actual expenditure).
Final payment	Balance between total requested EU contribution and previous payments	Final Review (FR)	Based on the actual requested contribution (i.e. actual expenditure).

EUSPA will establish the amount of the final payment to be made to the mono-beneficiary OR the coordinator (who receives it on behalf of the consortium) on the basis of the calculation of the final grant amount (see section 12.2.6 above). If the total of earlier payments is higher than the final grant amount, the applicant or the coordinator (in case of consortium) will be required to reimburse the amount paid in excess by EUSPA through a recovery order¹⁹.

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

¹⁷ Art. 202 and 203 of the Financial Regulation

¹⁸ Art. 203 (4) of the Financial Regulation

¹⁹ Art. 101, 115, 203 of the Financial Regulation

12.4. Pre-financing guarantee

A pre-financing guarantee for up to the same amount as the pre-financing may be requested, on a case by case basis, in order to limit the financial risks linked to the pre-financing payment. The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

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

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

13. PUBLICITY

13.1. By the Beneficiaries

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

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

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

13.2. By EUSPA

EUSPA will publish the following information:

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

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

14. OWNERSHIP

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

15. DATA PROTECTION

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

Identity of the controller and Data Protection Officer:

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

Purpose of the processing:

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

Data concerned:

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

It is specifically noted that:

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

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

Lawfulness of the processing:

- Article 5(1)(a): the processing is necessary for the performance of a task carried out in the public interest, specifically the management and functioning of EUSPA through the launching of grant procedures.
- Article 5(1)(c): the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; EUSPA processes the personal data of the applicants at their request (through the submission of their proposals) in order to take the necessary steps prior to enter into the grant agreement with the awarded applicant(s).
- Article 11: the processing of personal data relating to criminal convictions and offences shall be carried out only when authorised by Union law; such processing, in the form of an extract from the judicial record or declaration of honour, is explicitly foreseen in the Financial Regulation²⁰ (Articles 136-140)
- Article 10(2)(a): as explained above, in case any applicant submits special categories of data at its own volition and without any specific request, it is implied that the data subject has given its consent to their processing

Recipients of the data processed:

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

²⁰ Regulation (EU, Euratom) 2018/1046

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

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

The data subjects' rights:

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

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

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

16.1. Preparation of the Proposals

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

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

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

16.2. Structure and content of the Proposals

Proposals shall be prepared along the following structure:

- Administrative proposal (forms A1-A5)
- Technical proposal (forms B1 and B2)
- Financial proposal (form C1)

Administrative Proposal (A1-A5):

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

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

The following supporting documents shall be provided:

The single applicant and the coordinator:

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

All applicants and any affiliated entities:

- Legal entity form (LEF) and corresponding supporting documents:
 - A specific LEF form in all official languages of the EU can be downloaded from the following website (use of the English form is preferred):
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
 - In addition to the above:

- **private legal person(s) shall provide:** extract from the official journal, copy of articles of association, extract of trade or association register and a copy of the certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public legal person(s) shall provide:** a copy of the resolution, law, decree or decision establishing the public body, or as an alternative, any other official document establishing the public legal person by the national authorities may be submitted;
- **a natural person(s):** legible photocopy of identity card and/or passport OR an official VAT document (if applicable).

Technical Proposal (B1-B2):

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

- a) Identify the target use case/application(s) and the specific user needs, in terms of challenges and gaps to be filled according to the existing solutions. Based on the user needs, justify the use of Galileo HAS and the associated benefit. It will be the preliminary version of justification file for the selected target applications.
- b) Provide a preliminary version of the user requirements, at application and hardware level.
- c) Provide a preliminary version of the receiver/terminal functional verification and performance validation – Test plans, cases and procedures.
- d) Provide a preliminary version of the work plan, that will define inter alia the project workflow, the main milestones, tasks and deliverables.
- e) Provide a preliminary version of the business plan.
- f) Provide a preliminary risk assessment, including technical implementation and business-related risks.
- g) Provide a preliminary version of the dissemination plan.
- h) Define the planning for submission of all deliverables, i.e. “deliverables plan” as well as their nature and format (document, prototype, multimedia, etc.). It should be coherent with the work plan aiming at properly conducting the activities in the scope of the project. The timing of deliverables (including provision of upgraded versions when deemed appropriate) will be carefully assessed by the EUSPA in the evaluation stage as specified in section 10.

B2 – Operational capacity form:

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

In particular:

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

The technical proposal (B1-B2 Forms) constitutes the core of your proposal. These forms shall be submitted using the 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.

Financial Proposal (C1):

C1 – Preliminary Budget

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

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

16.3. Forms to be submitted

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

Forms/Documents	Single applicant/Coordinator	Co-applicant	Affiliated entity
A1 – A2 –B1	X		
A3		X	
A4 – A5 – B2 – C1	X	X	X
FIF and supporting documents	X		
LEF and supporting documents	X	X	X

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

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

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

17. SUBMISSION OF PROPOSALS

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

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

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

17.1. Means of submission of the proposal

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

1. in a paper version – see details below
2. in electronic version – see details 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.

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

Applicants are advised to:

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

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

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

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

17.2. Possibility to sign the documents electronically

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

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

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

- DSS Demonstration validation tool available at <https://ec.europa.eu/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://webgate.ec.europa.eu/tl-browser/#>

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

17.3. Deadlines for submission

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

- a. by post or by courier not later than **21/10/2022**, 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
- b. delivered by hand not later than **21/10/2022 at 16:00** Prague local time to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the EUSPA official who took delivery.

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/02/2022 – NOT TO BE OPENED**". If the self-adhesive envelope is used, it must be sealed with adhesive tape and the sender must sign across this tape.

CALL FOR PROPOSALS

EUSPA/GRANT/02/2022

HAS IMPLEMENTATION IN AGRICULTURE AND GEOMATICS

EUSPA – Legal and Procurement Department

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

18. EVALUATION OF PROPOSALS, AWARD AND RESERVE LIST

18.1. Evaluation of Proposals

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

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

At the end of the evaluation:

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

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

18.2. Award of the grant agreement

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

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

- the application does not comply with the admissibility criteria as set out in section 6 above;
- the application does not comply with the eligibility criteria as set out in section 7 above;

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

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

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

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

18.3. Reserve list

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

19. CONTACTS

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

Before the final date for submission of proposals:

- At the request of the applicant, EUSPA may provide additional information solely for the purpose of clarifying the nature of the call. The request cannot be made after 16/09/2022.
- Any requests for additional information must be made in writing only to the contact details stated below.
- EUSPA may, on its own initiative, publish corrigenda in case of inaccuracy, omission or other clerical error in the text of the call for proposals.
- Any additional information including that referred to above will be published on EUSPA internet page (<https://www.euspa.europa.eu/opportunities/grants>) on which the call for proposals is published.

After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, EUSPA will contact the applicant provided the terms of the proposal are not modified as a result.

- If EUSPA finds that the proposal, chosen for the award, could be improved by minor adaptations (see Section 18.2 above).

Contact details for the call:

EUSPA: Legal and Procurement Department

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

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

REMINDER: when sending any correspondence to EUSPA, please refer in the subject (of the email or of the letter) to the relevant reference number of the Call: **EUSPA/GRANT/02/2022** – the failure of doing so might delay the timely response of EUSPA.

20. ANNEXES

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

21. APPLICABLE AND REFERENCE DOCUMENTS

ID	Document Title
[AD-1]	Galileo High Accuracy Service (HAS) Info Note https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_HAS_Info_Note.pdf
[AD-2]	GNSS User Requirements Documents https://www.euspa.europa.eu/euspace-applications/euspace-users/user-needs-and-requirements
[AD-3]	https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo_HAS_SIS_ICD_v1.0.pdf

22. DEFINITIONS, ABBREVIATIONS

Term/Abbreviation	Description/Definition
CDR	Critical Design Review
E-GNSS	European Global Navigation Satellite System
FR	Final Review
GIS	Geographic Information System
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
HAS	High Accuracy Service
ICD	Interface Control Document
IMU	Inertial Measurement Unit
KOM	Kick Off Meeting
LEF	Legal Entity Form
NTRIP	Network Transport of RTCM via Internet Protocol
OBU	On-Board Unit
PDR	Preliminary Design Review
PNT	Positioning, Navigation and Timing
SiS	Signal in Space
SRR	Solutions Requirement Review
TRL	Technology Readiness Level
TRR	Test Readiness Review