



European  
Global Navigation  
Satellite Systems  
Agency

**CALL FOR PROPOSALS**

**GSA/GRANT/06/2019**

**Receiver technologies for high-precision in mass-market**

## TABLE OF CONTENTS

1.	CONTEXT .....	4
1.1.	Overview .....	4
1.2.	Introduction .....	4
1.3.	Legal basis of the call .....	5
2.	OBJECTIVES AND SCOPE OF THE CALL .....	6
2.1.	Objective of the call for proposals .....	6
2.2.	Scope and areas of activities of the call for proposals .....	6
2.3.	Core Activities .....	9
2.4.	Deliverables.....	9
2.5.	Project Workflow .....	10
2.6.	Outputs expected from the implementation of activities.....	15
3.	TIMETABLE AND ACCESS TO PROPRIETARY INFORMATION.....	15
3.1.	Timetable .....	15
3.2.	Submission of Non-Disclosure Undertaking – access to proprietary information .....	16
4.	EU FINANCING.....	17
5.	ROLES AND TASKS OF APPLICANT(S) .....	17
5.1.	Entities involved in the activities subject to the proposal.....	17
5.2.	Single Applicant.....	18
5.3.	Coordinator .....	18
5.4.	Co-applicant(s) .....	18
5.5.	Affiliated entities.....	18
5.6.	Subcontractors .....	19
6.	ADMISSIBILITY REQUIREMENTS.....	20
7.	ELIGIBILITY CRITERIA .....	20
7.1.	Eligible applicants.....	20
7.2.	Multi-beneficiary proposal - Structure of the consortium .....	21
7.3.	Supporting documents proving compliance with the eligibility criteria .....	21
8.	EXCLUSION CRITERIA .....	22
8.1.	Exclusion from participation .....	22
8.2.	Exclusion from award.....	22

8.3.	Supporting documents proving compliance with exclusion criteria .....	22
9.	SELECTION CRITERIA .....	22
9.1.	Financial capacity .....	22
9.2.	Operational capacity (B2 Form) .....	23
10.	AWARD CRITERIA .....	24
11.	LEGAL COMMITMENTS .....	25
12.	FINANCIAL PROVISIONS .....	26
12.1.	General principles .....	26
12.2.	Funding form .....	27
12.3.	Payment arrangements.....	34
12.4.	Pre-financing guarantee.....	35
13.	PUBLICITY .....	35
13.1.	By the Beneficiaries.....	36
13.2.	By the GSA.....	36
14.	OWNERSHIP .....	36
15.	DATA PROTECTION.....	36
16.	PREPARATION AND STRUCTURE OF THE PROPOSAL .....	39
17.	SUBMISSION OF PROPOSALS .....	40
18.	EVALUATION OF PROPOSALS, AWARD AND RESERVE LIST .....	42
18.1.	Evaluation of Proposals.....	42
18.2.	Award of the grant agreement .....	42
18.3.	Reserve list .....	43
19.	CONTACTS .....	43
20.	ANNEXES .....	44
21.	APPLICABLE DOCUMENTS.....	44

## 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 GNSS Agency (GSA) is to support European Union objectives and achieve the highest return on the European GNSS (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 a global navigation system under deployment in Europe. It is a system under civilian control, intended to provide robust navigation services to users. With the Declaration of Galileo Initial Services in 2016, Galileo officially moved to the operational service provision. The Galileo constellation is being gradually increased since then and is close to full operational capability. As of today Galileo users experience a significant improvement in terms of signal availability, especially in harsh environments, as in urban canyons, where chances to receive signals from GNSS satellites are limited due to the restricted visibility of the sky. Galileo is providing a precise, reliable and robust open service, enabling other desirable properties, such as better resistance against multipath. Starting from Full Operational Capability, along with other services the Galileo High Accuracy Service (HAS) will become operational.

The **High Accuracy Service (HAS)** is a Galileo added value service that will be provided for free to worldwide users which is based on the provision of precise corrections (orbit, clock, biases, atmospheric, etc.). Such corrections shall be transmitted by the Galileo system through the satellites connected to an uplink station via the E6B signal's data component, at a maximum rate of 448 bps and will allow the users to achieve improved positioning performance. In particular, the precise corrections provided by the Galileo HAS will allow users employing Precise Point Positioning (PPP) techniques through carrier phase measurements, to reduce the error associated to the orbit and clocks provided through the Galileo Open Service broadcast navigation messages and the GPS Standard Positioning Service navigation data. The use of Galileo HAS PPP corrections will enable decimetric level accuracy to users.

In addition to being broadcast through Signal-In-Space (SIS) via E6B, the corrections shall also be provided through terrestrial networks, making Galileo HAS use accessible to connected GNSS receivers not able to track E6B (AD.8 and AD.10).

According to the *GSA's GNSS Market Report (RD.4)*, prices of professional grade receivers are continuously decreasing and high precision techniques are more and more employed in the low grade mass-market devices. Emerging market needs driven by consumer applications are requiring enhanced performances in terms of high accuracy: this is becoming a major driver influencing the whole mass-market domain, including both low grade consumer (e.g. smartphones, tablets, wearables) and automotive devices.

A clear trend has been analysed in the *GSA's GNSS Technology report (RD.2)*, with respect to the consumer applications requiring an increasing accuracy, such as but not limited to augmented reality, mapping and GIS, Geocaching, sport tracking and navigation (be it automotive or smartphone one). For the sake of mentioning a concrete use case already impacting many users' life, higher accuracy is needed for simple operations like defining an unambiguous pick up point for a taxi. Higher accuracy is needed for the identification of the right side of the road, otherwise in extreme cases it can lead to long waiting time or even cancellation of the ride.

As mentioned in the *Report on location-based services user needs and requirements* (RD.3), the most demanding applications, such as smart parking, Mapping and GIS in consumer devices, LBS games, guidance for visually impaired, augmented reality fraud management and billing, are stating requirements of horizontal accuracy of 50 centimetres, availability in harsh environments at the 95% confidence level, Time-to-First-Fix (TTFF, hot start) of less than 2 seconds, some with very low battery consumption requirement.

For that reason, many augmentation techniques are increasingly used, such as PPP (Precise Point Positioning) or RTK (Real-Time Kinematics). However, these techniques have their advantages and disadvantages, ranging from a too long convergence time, in case of PPP, to the need of a dense ground network and two-way communication channel, in the case of RTK. A standalone PPP solution is not sufficient to meet the mass-market user needs, especially in terms of time to get the first precise fix, however it's particularly suitable to ensure a global solution working in the same way all around the globe. In a similar way, an RTK approach is particularly suitable when it comes to enabling a very fast fix computation, however its reliance on ground infrastructure might limit adoption on a large scale.

In addition, lack of high performing antennas is today preventing the smartphones or other consumer devices, such as tablets, wearables, IoT devices, etc., from fully benefitting from techniques based on phase measurements, being it either PPP or RTK.

All in all, from user perspective the two techniques are considered complementary and their advantages should be combined and used in the most synergetic way.

Recent initiatives and market announcements demonstrated that PPP and RTK complementarity might be exploited to further strengthen each other and mitigate their respective weaknesses. Some solutions exploiting a hybrid PPP-RTK approach exist in literature (RD.1), however they are not specifically designed for mass-market devices, which are typically highly constrained by cost, complexity and energy consumption. Indeed, most of the current solutions have been conceived for the professional market and are not seamlessly applicable for mass-market.

In addition, the broadband connectivity and the upcoming 5G will enable the exchange of large amount of information, such as 3DMaps, assistance data, common data from surrounding objects which can be exploited to further increase the positioning performance.

In the frame of past and ongoing GSA funded R&D programmes (Fundamental Elements and H2020) both PPP and RTK based techniques have been investigated to reach high accuracy. However, they have been mainly proposed separately as alternative approaches so far and never specifically targeting low grade mass-market platforms.

Therefore, the subject of this call is to **design, develop, test and demonstrate a GNSS receiver algorithm(s) and technology (-ies), enabling high accuracy in mass-market devices, based on an optimal combination of Galileo High Accuracy Service and other high accuracy techniques and ideally combined with connectivity** (see section 2.1 for more information).

### 1.3. Legal basis of the call

This call is based on the Delegation Agreement concluded between the European Union, represented by the European Commission, and the European GNSS Agency (GSA) on the Exploitation Phase of the Galileo Programme signed on 2 October 2014.

In this framework, and in accordance with the Galileo Grants Plan for 2019 published on the GSA website (<http://www.gsa.europa.eu/gsa/grants>), the GSA is launching a call for proposals to develop to further

stimulate the Galileo adoption in several application areas by designing, developing, testing and demonstrating a real-time GNSS receiver algorithm(s).

## 2. OBJECTIVES AND SCOPE OF THE CALL

### 2.1. Objective of the call for proposals

This Call for Proposals aims to:

- 1) Develop and validate/demonstrate real-time GNSS receiver algorithm(s)<sup>1</sup> based on a hybrid solution making use of Galileo High Accuracy Service, other high accuracy techniques and connectivity (e.g. 5G/LTE, Wi-Fi, V2V/V2X, etc).
- 2) Provide a solution that shall be suitable for mass-market application consumer devices, and shall be able to operate under environmental and dynamic conditions typical for the application as selected by the applicant. The developed algorithm(s) shall enable optimal global performance in terms of high accuracy, fast convergence time, availability and ubiquity (as per [RD.3]).
- 3) Stimulate European competitiveness in the field of highly accurate PVT (Position, Velocity, Time) leveraging hybridisation of PPP and RTK techniques.

The outcome of the development shall be an algorithm prototype(s) reaching the highest maturity level, which will at least enable a functional and performance validation, either in laboratory or in an environment representative of the target enabled application(s).

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

The applicant is requested to:

- Design, develop, test and demonstrate GNSS algorithm(s) and technology (-ies) suitable for mass-market receivers based, as minimum, on Galileo HAS/PPP and leveraging complementary with RTK techniques enabling ubiquitous very high accurate and fast converging PVT solution.
- The algorithm(s) shall be tailored for a receiver close to market, computationally compatible with mass-market devices and cost competitive.

The target of the call is the development of GNSS receiver algorithm(s) however, if considered valuable to fill a market gap and with the aim to maximise the benefit of a demonstration in a real target device, the applicant might optionally decide to develop an ANTENNA, suitable for the mass-market devices (i.e. to be selected among smartphones, tables, wearables, IoT, etc.).

More particularly the applicant shall:

- 1) Critically assess the state-of-the-art of existing technology leading to high accuracy in mass-market and elaborate a proposal building on phase-based measurements techniques, optimally leveraging the PPP service offered by Galileo HAS, either over Signal-In-Space or through terrestrial networks, and has to make good use of the device's connectivity to achieve high accuracy and ideally also to ensure seamless indoor/outdoor functioning.

<sup>1</sup> Possibility of plural form of algorithm(s) is used as there might be more than one mutation of the algorithm, depending on the selected target application(s) and/or platforms.

- 2) Define the requirements of the algorithm(s) (and antenna if applicable), based on the gaps identified in the critical assessment above. The requirements shall be defined bearing in mind the specific constraints of mass-market devices, including but not limited to TTFF, availability and battery consumption [RD.3].
- 3) Design and develop the GNSS algorithm(s) (and antenna if applicable) according to the previously defined requirements (of (2) above).
- 4) Test the proposed solution to ensure the fulfilment of the requirements (for details see 2.5). The validation and functional verification of the GNSS receiver algorithm(s) shall be performed in a test environment (e.g. in a laboratory, with the algorithm running on a laptop) and/or on a target platform representative of the actual class of the target mass-market device (obligatory, if antenna was selected to be developed).

Further, the applicant shall bear in mind that:

- The GNSS receiver algorithm(s) shall be designed and developed in compliance with the requirements imposed by the Galileo High Accuracy Service E6B Signal-In-Space Message Specification, v1.0 and GALILEO High Accuracy Service Requirements Document<sup>2</sup>;
- the GNSS receiver algorithm(s) functionality shall be designed and developed to be compatible with the specific target device's constraints, in terms of complexity, power consumption, cost etc;
- The GNSS algorithm(s) shall be ideally designed to be versatile and ready to be integrated in several mass-market devices in order to enable a better exploitation of the results.

The envisaged algorithm(s) development for this call is open to several approaches which could include, but are not limited to:

- Firmware (FW) implementation, and/or
- Software (SW) implementation (e.g. making use of raw measurements data made available by Android based devices, when powered by enabled chipsets<sup>3</sup>).

In order to achieve the above objectives (section 2.1), the beneficiary shall also carry out, as a minimum, the following transversal activities:

- **Dissemination:** the beneficiary shall take measures to disseminate the achievements of the project among relevant stakeholders in the appropriate phases of the project. The dissemination plan shall define the strategy to engage those stakeholders with the aim of fostering the innovation created in the frame of the action and creating market awareness of the project's results.

The dissemination task will also include a final demonstration execution of one or more representative use cases with the aim to effectively showcase the foreseen functionality. The demonstration, making use of real Galileo Signal-in-Space up to the maximum extent, and to be carried out in an operational environment and under realistic conditions (e.g. urban scenarios, kinematic etc.), shall be a fundamental step of the dissemination path and the beneficiary is encouraged to involve the main

<sup>2</sup> See section 3.2 for access to this applicable document.

<sup>3</sup> For example, the applicant might consider useful analysing the proceedings of Android GNSS Raw Measurement Task Force Workshop 2019 available at <https://www.gsa.europa.eu/gnss-applications/gnss-raw-measurements/workshops-and-resources>.

relevant stakeholders in order to optimise the benefit resulting from its execution. The final demonstration shall particularly aim to highlight the benefits of employing Galileo HAS in the overall solution and shall demonstrate the solution's suitability and benefits for the target users. Other expected dissemination means shall include, among others, specialised magazines and sector press, presentations, leaflets and brochures, public event(s), promotional video(s), websites, social networks, etc.

The progress of the actions taken during the implementation of the project shall be reported in the deliverable "Report about the status of implementation of the Dissemination plan" (see deliverables list in section 2.4). A preliminary version of the Dissemination Plan shall be also included in the proposal.

Furthermore, a demonstration kit shall be provided as one of the project deliverables as described more in depth in section 2.4.

- **Commercialisation:** the beneficiary shall define an entry market strategy describing the steps they intend to follow to start engaging potential commercial stakeholders interested in introducing the solution in specific application domains. It shall identify actions that the beneficiary will take both after the completion of the project and during the action itself.

The progress of the actions taken during the implementation of the project shall be reported in the deliverable "Report about the status of implementation of the entry market strategy" (see deliverables list in section 2.4).

Having the above in mind, the applicants are requested, in their proposal, to:

- a. Identify the candidate target application(s) and the relevant specific user needs, highlighting the challenges and gaps to be filled according to the existing solutions.
- b. Based on the gaps to be filled, justify the choice of the technology to be implemented in combination with Galileo HAS.
- c. Critically assess and provide a preliminary version of the user requirements, including those imposed by the target mass-market GNSS based device, according but not limited to [RD.3].
- d. Provide 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 a Dissemination and Entry Market Strategy, aiming to ensure adequate visibility to the developed algorithm and plan an entry strategy to engage potential commercial partners throughout the project execution and afterwards.

Furthermore, the proposal shall include clear justification of the following aspects:

1. Which mass-market device type(s) are expected to be compatible with the proposed GNSS algorithm(s);
2. How Galileo HAS is complemented by other positioning techniques in the proposed GNSS algorithm(s);
3. How the algorithm(s) will be validated and/or demonstrated to ensure compliance with (1) and (2) above.



### 2.3. Core Activities

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

- Management and coordination
- User requirements definition
- Design and development of the innovative technology
- Entry market strategy definition and implementation
- Final demonstration

### 2.4. Deliverables

The awarded beneficiary(-ies) are expected to submit a list of deliverables during the implementation of the action. The proposal (in the B1 Form) should define the planning for their submission as well as their nature and format (document, prototype, multimedia, etc.).

The list of deliverables shall include at least the following (see Table 1 for further information):

- (1) Work plan (**preliminary version to be provided in the proposal**)
- (2) Justification file for the selected target application (and relevant class of GNSS device(s)) (*and Antenna if applicable*) (**preliminary version to be provided in the proposal**)
- (3) Requirements document (**preliminary version to be provided in the proposal**)
- (4) Receiver algorithm(s) architecture and Design Justification File
- (5) Receiver algorithm(s) functional verification and performance validation – Test plans, cases and procedures (**preliminary plan to be provided in the proposal**<sup>4</sup>)
- (6) Receiver algorithm(s) test report (against deliverable (5)) (*incl. Antenna if applicable*)
- (7) Receiver algorithm(s) demonstration kits<sup>5</sup> and relevant operation manual (*incl. Antenna if applicable*)
- (8) Report of the demonstration
- (9) Entry Market Strategy (**preliminary version to be provided in the proposal**)
- (10) Dissemination Plan (**preliminary version to be provided in the proposal**)
- (11) Report about the status of implementation of the entry market strategy
- (12) Report about the status of implementation of the Dissemination plan
- (13) Dissemination documents and multi-media
- (14) Demonstration training material
- (15) Report on recommendations for Galileo HAS service improvements to support mass-market

<sup>4</sup> See section 2.5.

<sup>5</sup> As minimum the objective of the action is to provide the GSA with 2 demo kit prototypes of the GNSS receiver algorithm(s), installed on adequate device. However, the applicant is requested to assess the need to produce additional units to properly support further development activities (e.g. multiple activities executed in parallel, back-up units, etc.).

**Note: In case the antenna development is part of the proposal activities, relevant deliverables addressing its requirements, design and testing shall be provided as well. It is up to the applicant to propose a suitable deliverables package.**

With regard to Deliverable (7), the beneficiaries shall deliver to the GSA a fully functional demonstration kit, including any HW and SW components, the antenna (if applicable), relevant harness and whatever is needed to perform the demonstration, along with permissions and licences for the uses defined in the draft Grant Agreement (Article I.9), promotional video, and any related documentation and shall also train GSA staff (deliverable number 14) in order to make the GSA able to reproduce the demo after the completion of the project at GSA or other EU institutions, bodies or agencies premises.

GSA reserves the right to timely inform (e.g. at the Kick-Off meeting) the beneficiary about the place of delivery of the deliverable number (7) (either the GSA or other EU institutions).

The applicants shall propose a deliverables plan coherent with the work plan aiming at properly conducting the activities in the scope of the project. The timing of deliverables will be carefully assessed by the GSA in the evaluation stage as specified in section 10.

## 2.5. Project Workflow

Each activity subject to the call shall follow standard system engineering lifecycle and foresee intermediate milestones which shall already be included as detailed as possible in the submitted proposal.

The proposed workflow shall in principle contain the following elements:

- **Work plan**, as described in Section 3 of the B1 form, and following the project management best practices. The work plan shall be presented during the *Kick-off meeting (KOM)*, during which also open issues (such as inconsistency between Applicable documents) should be agreed and relevant data package listed in Table 1 should be reviewed and accepted.

- **Definition and submission of Requirements document**

The first project phase will consolidate the solution objectives with the aim to detail the requirements of the algorithm (and the antenna, if applicable), together with justification of the limitations and constraints (if any).

Building on the preliminary requirements defined in the proposal, the beneficiary shall further elaborate, justify and validate the requirements, which shall be consolidated at a *System Requirement Review (SRR)*, where relevant data package in Table 1 shall be reviewed and accepted too.

- **Performance of the core Design** activity containing at least the following milestones:

- a. *Preliminary Design Review (PDR)* to consolidate the conceptual architecture of the algorithm (and antenna, if applicable) and the verification and validation approach, before entering into the detailed design phase and reviewing and accepting the data package listed in Table 1;
- b. *Critical Design Review (CDR)* which will finalise the algorithm (and antenna, if applicable) detailed design and architecture and review and accept the data package listed in Table 1. The high-level architecture is also defined and broken down into the low-level design.

- **Development of the algorithm**

The development will be carried out with respect to specific device's and market's constraints in order to achieve adequate solution maturity in the shape of a prototype (either in the form of a software or as part of a target platform) ready to be fully validated and then demonstrated.

- At a *Test Readiness Review* (TRR), the functional and performance **testing** is performed, which aims at verifying the **prototype's compliance with the requirements** for what concerns the **functionalities** and the target **performance**. During the TRR the data package listed in Table 1 shall be reviewed and accepted.

The developed **algorithm(s)** shall first undergo a functional verification against the pre-set requirements before entering a thorough performance verification phase to assess its suitability for the target functions, both in simulated environment (in-lab tests) and, up to the maximum extent, in a realistic operational environment (on-field tests).

As an opportunity, the tests for requirements' verification and performance acceptance might be partially performed in collaboration and with the support of the Joint Research Centre (JRC) at the European Microwave Signature Laboratory of the European Commission in Ispra, Italy. There are no additional costs for the awarded beneficiaries related to these testing activities for what concerns the use the JRC facilities and the involvement of the JRC experts. However, the beneficiaries shall take into account the travel and transportation costs in their proposal.

Should the beneficiaries consider this option, a preliminary plan (see section 2.4(5)) which defines an indicative schedule for testing, should clearly specify the phases and tasks in which JRC resources would be needed. The plan will be subject to GSA approval and an agreement should be established with JRC for accessing and using their facilities and equipment.

- **Dissemination activities**, including a final demonstration execution targeting a specific application within the identified application's class.

The demonstration is expected to be run before completing the project, to effectively showcase the achieved performance, demonstrate the role of Galileo HAS in the overall solution and highlight the innovative use cases enabled by the algorithm (and antenna, if applicable).

- **Commercialisation activities**, made of a set of actions taken by the beneficiary to undertake to engage potential commercial partners interested in the solution, in accordance with the approved Market Entry Strategy.
- The project shall be concluded with *Final Review* (FR), where all remaining deliverables listed in table 1 shall be reviewed and accepted.

The Applicant is encouraged to comply with the plan of the submission of the deliverables as defined in the following **table 1**:

#	Deliverable	Main content	Proposal (prel.)	KOM	SRR	PDR	CDR	TRR	FR
1	Work plan (PMP)	Defines how the project is executed, monitored, and	X V0.1	X V1.0	X V2.0	X V3.0	X V4.0	X V5.0	X V6.0

		controlled. Inter alia it includes the project baselines in terms of scope, schedule, workflow logic, list of deliverables etc.							
2	Justification file for the selected target application and relevant class of GNSS device(s) <i>(and Antenna if applicable)</i>	Technical assessment which elaborates on the mass-market state-of-the-art, its constraints and peculiarities and justifies the criteria adopted to select the target application(s) and the relevant selection process.	X V0.1	X V1.0	X V2.0				
3	Requirements document	Comprehensive collection of the requirements applicable to the algorithm <i>(and the antenna, if applicable)</i> .	X V0.1		X V1.0	X V2.0			
4	Receiver algorithm(s) architecture and Design Justification File	Detailed description of the algorithm <i>(and antenna if applicable)</i> design and relevant architecture. It also includes a justification file which documents the reasons behind decisions made when designing the solution.				X V1.0	X V2.0		
5	Receiver algorithm(s) functional verification and performance validation – Test plans, cases and	Includes the test plan with relevant high level methodology and detailed verification objectives and	X V0.1			X v1.0	X V2.0		

	procedures (incl. Antenna if applicable)	targets. It also includes the clear definition of the <b>test environments</b> (not only open-sky, but also more demanding ones representing all environments of the target application operations), the test cases and detailed procedures which unambiguously describe the steps to be followed to verify the functionality and the performance of the algorithm (and the antenna, if applicable).							
6	Receiver algorithm(s) test report (against deliverable (5)) (incl. Antenna if applicable)	Reports on the execution and relevant results of the execution of the test procedures in deliverable (5).						X V1.0	
7	Receiver algorithm(s) demonstration kits and relevant operation manual (incl. Antenna if applicable)	It includes the demo kit with all its HW and SW components, the antenna (if applicable), relevant harness, demonstration video and any other element needed to perform the demonstration, along with the relevant permissions and licences.							X V1.0
8	Report of the demonstration	Describes the execution of the							X V1.0

		final demonstration in one or more selected use cases and different environments, using Signal-in-Space up to the maximum extent.							
9	Entry Market Strategy	Includes the strategy to let the results of the action reach marketability, including inter alia analysis of potential competitors and possible customers.	X V0.1			X V1.0	X V2.0	X V3.0	X V4.0
10	Dissemination plan	Defines the strategy to engage stakeholders through various dissemination means and channels, contains clearly defined targets.	X V0.1			X V1.0	X V2.0	X V3.0	X V4.0
11	Report about the status of implementation of the entry market strategy	Describes and reports on the way how the market strategy is implemented.					X V1.0	X V2.0	X V3.0
12	Report about the status of implementation of the Dissemination plan	Describes the implementation of the dissemination plan.					X V1.0	X V2.0	X V3.0
13	Dissemination documents and multi-media	Collection of all dissemination documents and multi-media used for the dissemination activities, including a summary					X V1.0	X V2.0	X V3.0

		document.							
14	Demonstration training manual	Contain the information needed for the GSA (or other EU institutions, bodies or agencies premises) to reproduce the demonstration after the project completion.							X V1.0
15	Report on recommendations for Galileo HAS service improvements to support mass-market	Leveraging the project results, contains clear and practical recommendations to best adapt (or complement) the Galileo HAS to the selected use cases and making it fit for the mass market purposes.							X V1.0

**Table 1: Planning for the submission of the deliverables**

The applicant can propose a different project workflow, if considered relevant to better reach the project objectives. However, any deviations shall be duly justified and will be evaluated against the specified award criteria (section 10).

## 2.6. Outputs expected from the implementation of activities

The proposals shall aim to achieve the objective of the action. All the deliverables (as listed in section **Error! Reference source not found.**), will be used by EU and GSA in accordance with the provisions laid down in the grant agreement.

The GSA will provide the beneficiaries with the option to access, at no additional costs, a specific expertise in business consulting to facilitate the go-to-market strategy of the project results.

## 3. TIMETABLE AND ACCESS TO PROPRIETARY INFORMATION

Tentative starting date for the action is in **Q2/Q3 2020**, unless the applicants can demonstrate the need to start the action before the agreement is signed; in such cases, applicants must request and receive the GSA's written authorisation prior to the start of the action.

Indicative duration of the action under (each) grant agreement: **2 (two) years**

### 3.1. Timetable

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

	<b>Stages</b>	<b>Date/time or indicative period</b>
a)	Publication of the call	17 December 2019
b)	<b>Deadline</b> for submission of signed Non-Disclosure Undertaking (NDU), company register excerpts and request to access proprietary information relevant for the grant specifications for the proposal preparation	<b>14 February 2020</b>
c)	Deadline for request for clarifications	04 May 2020
d)	Publication of the clarifications	14 May 2020
e)	<b>Deadline for submitting applications</b>	<b>1 June 2020</b>
f)	Evaluation period	June - August 2020
g)	Information to applicants on the outcome of the evaluation	September -October 2020
h)	Signature of the Grant Agreement	<b>November - December 2020</b>

### 3.2. Submission of Non-Disclosure Undertaking – access to proprietary information

The GSA and the participant (including any consortium member and subcontractor) participating in this grant procedure shall treat with confidentiality any information and documents, disclosed in any form, in writing or orally, and in relation to the grant procedure.

Furthermore in order to have access to the document AD.2, the economic operators participating in this grant procedure – as below identified - are obliged to follow the Non-Disclosure Undertaking signature procedure outlined below:

The NDU must be signed only by the applicant or the consortium coordinator. The applicant or consortium coordinator, with the signing of the NDU (Annex XI), further irrevocably and explicitly declares to ensure that the provisions under the NDU shall apply wholly and unconditionally to any members of the contractor's consortium and to any of the subcontractors and any personnel he may draw on for the preparation of the grant proposal.

Before the deadline indicated in section 3.1, the applicant (or the consortium coordinator) may request access to proprietary information [AD.2] which is relevant for preparing the proposal. For this purpose, they shall each submit:

- NDU using the form attached in Annex XI;
- Legal Identification Form (LEF<sup>6</sup>) and the supporting documents indicated in the LEF;
- proof that the person signing the NDU is authorised to represent the applicant.

All documentation shall be sent to the following address:

<sup>6</sup> [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm).



European GNSS Agency  
 Procurement and Legal Department  
 Non-Disclosure Undertaking under grant procedure **GSA/GRANT/06/2019**  
 Janovskeho 438/2  
 170 00 Prague 7  
 Holesovice, Czech Republic

In parallel, the applicants shall send the documents above to [GNSS-Grants@gsa.europa.eu](mailto:GNSS-Grants@gsa.europa.eu) indicating clearly in the subject of the email the reference to this call for proposals to allow a faster treatment of the request.

Only entities which, according to the submitted Legal Identification Form and supporting documents, are established in a Member State of the European Union or Switzerland or Norway are eligible to receive proprietary information. The GSA reserves the right to refuse the access to the proprietary information to entities which cannot provide sufficient evidence of capability to perform the grant agreement.

Without prejudice to further legal measures, exchange of any proprietary information subject to NDU with any person who is not bound by the signed relevant NDU, may lead to exclusion from the grant procedure under the GSA's discretion.

Agreements previously signed by economic operators for access to the proprietary information not related to this call are not regarded as fulfilling the present NDU's requirements.

#### 4. EU FINANCING

**Maximum budget** allocated for EU financing under this action: **EUR 1.500.000**

**Number of projects:** **1**

**Indicative EU financing amount** for each project: **Up to EUR 1.500.000**

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

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

The GSA 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 the GSA as well as responsible for supplying all documents and information to the GSA 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 the GSA 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 the GSA in accordance with the grant agreement and will ensure compliance with all the terms and conditions provided in the draft grant agreement.

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

## 5.5. Affiliated entities

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

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

## 5.6. Subcontractors

Subcontracting<sup>7</sup> refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action.

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

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

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

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

The beneficiaries must award the subcontract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the relevant documentation for the event of an audit. The sub-contract shall be awarded in accordance with the conditions set in the grant agreement. Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EC<sup>8</sup> or contracting entities in the meaning of Directive 2014/25/EC<sup>9</sup> shall abide by the applicable national public procurement rules.

**The subcontracted tasks must be set out in the description of the action (i.e. form B1 and Annex I to the grant agreement) and the estimated costs of subcontracting must be stated in the estimated budget (Form C1 and Annex III to the Grant Agreement).** However, approval of subcontracting by GSA (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 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 the GSA for approval in accordance with the provisions of the signed Grant Agreement.

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

<sup>7</sup> Article 205 of the 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).

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

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

## 6. ADMISSIBILITY REQUIREMENTS

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

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

- Applications must be sent no later than the deadline for submitting applications referred to in section 17,
- Applications must be submitted in writing, using the submission set described in section 16,
- Applications must be drafted in one of the EU official languages with a preference to English. For further information please refer to Section 17 below,
- Applications must respect the maximum rate for EU co-financing<sup>10</sup>.

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

## 7. ELIGIBILITY CRITERIA

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

### 7.1. Eligible applicants

- Legal persons established<sup>11</sup> in and/or natural person(s) who is national of one of the following countries are eligible:
  - EU Member States
  - Switzerland, Norway
- Applicants must correspond to the definition of any of the following target organisations: : **active in the design, development, integration, demonstration and/or manufacturing of GNSS-based products/algorithms/solutions, and/or possess knowledge in signal processing, and/or providing expertise in the field of GNSS R&D.**

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

**For UK applicants:** Please be aware that eligibility criteria must be complied with for the purposes of the evaluation and for the entire duration of the grant. If the United Kingdom withdraws from the EU during the evaluation period, without concluding an agreement with the EU ensuring in particular that UK applicants continue to be eligible, you will not meet the eligibility criteria as defined above. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in

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

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

particular that UK applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.3.1(a) of the multi-beneficiary grant agreement or Article II.17.2.1(a) of the mono-beneficiary grant agreement.

## 7.2. Multi-beneficiary proposal - Structure of the consortium

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

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

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

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

## 7.3. Supporting documents proving compliance with the eligibility criteria

- The **single applicant** and the **coordinator**, who will be receiving payments on behalf of the consortium of beneficiaries and shall be **responsible for distributing payments to the co-beneficiaries**, shall provide:
  - **A duly filled Financial Identification Form (FIF)**,  
Which can be downloaded from the following website:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)  
It must be duly filled in and signed, and either include the bank's stamp and signature or be accompanied by the relevant bank statement.
- **All the applicants and any affiliated entities** shall provide the following supporting documents to establish their eligibility:
  - **A duly filled and signed Legal Entity Form (LEF) accompanied by the relevant evidence (see below) of the applicant's legal status.**  
A specific form in all official languages of the EU can be downloaded from the following website (use of the English form is preferred):  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)
  - In addition to the above:
    - **private legal person(s)**: 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)**: 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).

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

## 8. EXCLUSION CRITERIA

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

Article 135, 136, 137, 138, 139, 140, 141, 142 of the Financial Regulation 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 ref. to 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 the GSA as a condition of participation in the grant award procedure or fail to supply this information upon request by the GSA;
- were previously involved in the preparation of the call for proposal documents where this entails a distortion of competition that cannot be remedied otherwise.

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

### 8.3. Supporting documents proving compliance with exclusion criteria

All applicants and any affiliated entities must sign and submit a Declaration of Honour (A4 Form).

Please note that according to this **A4 Form**, the successful applicants may be required to send a number of supporting documents related to aspects of the Declaration of Honour before the respective grant agreement can be signed. Collecting these supporting documents may take some time and applicants shall ensure their timely availability for performing this requirement accordingly.

Applicants shall not make any modifications/deletions to the Declaration of Honour (A4 Forms). If a part of the Declaration of Honour is considered not applicable (e.g. due to the legal structure of the applicant), the applicant shall inform and request a confirmation from the GSA in this regard.

## 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  $\geq$  EUR 750 000:
- in addition to the above, an audit report produced by an approved external auditor, where it is available, and always in cases where a statutory audit is required by Union or national law, certifying the accounts for the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for the last three available financial year.

On the basis of the documents submitted, if the GSA considers that financial capacity is not satisfactory and in any other case the GSA 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;
- reject the application.

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

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

## 9.2. Operational capacity (B2 Form)

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

Applicants must show they have the **operational (technical and management) 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.

In particular:

- The team responsible for the activities must have a relevant technical competence,
- Applicant(s) must have a high degree of specialisation in the areas pertaining to the activities subject to the proposal,
- Applicant(s) must prove that they have at their disposal technical infrastructures (relevant design and/or development and/or testing tools) necessary to perform the implementation.

In this respect, applicants have to submit in B2 Form the following elements:

- description of the profile of the individuals<sup>12</sup> primarily responsible for managing and implementing the activities;
- description of the technical equipment, tools or facilities at the disposal of the applicant;
- description of the role of each applicant (coordinator, co-applicants and affiliated entities) in the organisational structure in general and regarding the performance of activities subject to grant agreement.

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 AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
<b>1. Relevance of the proposal to achieve the objectives of the call, credibility of the proposed approach and innovation of the solutions proposed</b>	<b>50</b>
<i>Relevance of the selected target application(s) to showcase the Galileo High Accuracy Service implementation and its hybridization with other high accuracy techniques in the proposed solution.</i>	12
<i>Level of innovation and actual implementation of the Galileo High Accuracy Service and its hybridization with other high accuracy techniques.</i>	15
<i>Credibility of the proposed solution and achievable performance leveraging the Galileo HAS and its hybridization with other high accuracy techniques.</i>	15
<i>Overall quality of the proposal in terms of deliverables, their content and structure.</i>	8
<b>2. Impact in terms of economic and public benefits derived from the proposal including but not limited to a coherent business plan for the exploitation of the results of the grant</b>	<b>10</b>
<i>Maximisation of the benefits to citizens by the adoption of the results in the market.</i>	5
<i>Effectiveness, coherence and viability of the entry market strategy implemented during and after the course of the project.</i>	5
<b>3. Credible and effective dissemination plan for the results in the best interest of the European Union</b>	<b>10</b>
<i>Credibility and effectiveness of the dissemination plan</i>	5
<i>Effectiveness of the prototype demonstration showcasing the expected benefits for the selected application within the selected device/platform.</i>	5
<b>4. Quality of the implementation: coherence and effectiveness of the work plan, and appropriateness of the allocation of tasks and resources.</b>	<b>30</b>

<sup>12</sup> To highlight the relevant competencies for this Call for Proposal please use the europass CV template which can be accessed here: <https://europass.cedefop.europa.eu/de/documents/curriculum-vitae/templates-instructions>.



<i>Coherence and effectiveness of the work plan in terms of activities' definition, schedule, effort and cost, including justification of the resources to be committed</i>	10
<i>Appropriateness of the management structures and procedures, including risk and innovation management</i>	10
<i>Appropriateness of the distribution of the tasks to effectively exploit the complementarity of the proposed resources' skills.</i>	10
<b>Maximum total score</b>	<b>100</b>

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

## 11. LEGAL COMMITMENTS<sup>13</sup>

### 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 the GSA 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 the GSA requests the below documents<sup>14</sup> the applicant shall make them available to the GSA within the relevant deadlines. The GSA 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 the GSA 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 GSA's request, bearing in mind that particularly for large consortia, the collection of documents may be very time-consuming.**

<sup>13</sup> Articles 180 and 201 of the Financial Regulation

<sup>14</sup> Please refer to section 8.3

## 12. FINANCIAL PROVISIONS

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

### 12.1. General principles

#### Non-cumulative award

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

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

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

#### Non-retroactivity<sup>15</sup>

No grant may be awarded retroactively for actions already completed.

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

#### Co-financing<sup>16</sup>

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

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

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

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

#### No-profit rule<sup>17</sup>

EU grant may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary<sup>18</sup>.

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

<sup>15</sup> Article 193 of the Financial Regulation

<sup>16</sup> Article 190 of the Financial Regulation

<sup>17</sup> Article 192 of the Financial Regulation

<sup>18</sup> The no-profit principle shall not apply to actions indicated in Article 192 (3) of the Financial Regulation.

**Balanced budget<sup>19</sup>**

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

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

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

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

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

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

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

**Financial support to third parties**

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

**12.2. Funding form**

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

**➤ Maximum amount requested**

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

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

**➤ 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;

<sup>19</sup> Article 196 (1) e) of the Financial Regulation

- 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).**

➤ **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*. The GSA 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. The GSA 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 the GSA. The travel policy of the beneficiaries must be made in writing and apply to all business trips of the organisation. Alternatively, in the case when a beneficiary has not formalised an internal travel policy or established travel practice, they should not exceed the scales approved annually by the European Commission. These European Commission rates can be consulted on this address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm\\_en](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm_en).

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

The costs reported should comply with the following:

- travel by the most direct and most economical route;

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

Flat-rate subsistence allowances cover all subsistence expenses during travel, including hotels, restaurants and local transport (taxi 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.) The GSA will require them to verify the validity of the request for payment. For the per diem allowances, no supporting documents are required; only a declaration of the applicant on the applicable per diem in its organisation is needed.

**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 the GSA.

- 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).

➤ **Eligible indirect costs**

A **flat-rate amount of 7% of the total eligible direct costs of the action excluding subcontracting costs<sup>20</sup> is eligible under indirect costs**, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

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

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

➤ **Non-eligible costs**

<sup>20</sup> Indirect costs = 7% \* (total eligible direct costs - subcontracting)

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

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

### **Calculation of the final amount of the grant**

The draft grant agreement annexed to this Call for proposals specifies the calculation of the final grant and the payment arrangements. Applicants' attention should particularly focus on the General Conditions of the draft agreement, where the eligibility conditions of costs are described. The EU grant may not have the purpose or effect of producing a profit<sup>21</sup> within the framework of the action.

The final amount of the grant to be awarded to the consortium is established after completion of the action and upon approval of the request for payment containing the following documents<sup>22</sup> *[including relevant supporting documents where appropriate]*:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,
- *[where applicable, a certificate on the financial statements of the action and underlying accounts<sup>23</sup>].*

The authorising officer may also waive the obligation to provide a certificate of the financial statements and underlying accounts where an audit has been or will be directly done by the GSA'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 ref. to Article I.5.2).

<sup>21</sup> See section 12.1 of this Call for Proposal.

<sup>22</sup> Art. 202 and 203 of the Financial Regulation

<sup>23</sup> Art. 203 (4) of the Financial Regulation

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

The interim payment must clear 30% of the amount of the pre-financing payment previously made. The interim payment shall not exceed 40% of the maximum grant amount. The cumulative amount of pre-financing and of the interim payment altogether must not exceed 70% of the *maximum amount of the grant*.

Payment	Amount	Reporting period	Note
<b>Pre-financing payment</b>	30%	N/A	
<b>Interim payment</b>	max 40%	Interim Review	Based on the actual requested contribution (i.e. actual expenditure).
<b>Final payment</b>	min 30%	Final Review (FR)	Based on the actual requested contribution (i.e. actual expenditure).

GSA 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 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 the GSA through a recovery order<sup>24</sup>.

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

#### **12.4. Pre-financing guarantee**

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

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

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**

<sup>24</sup> Art. 101, 115, 203 of the Financial Regulation

### 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 the GSA 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 the GSA

The GSA 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 GNSS Agency (GSA), Head of Market and Development Department, Janovskeho 438/2 170 00 Prague 7, Czech Republic, [market@gsa.europa.eu](mailto:market@gsa.europa.eu)
- **Data Protection Officer:** GSA Data Protection Officer, Janovskeho 438/2 170 00 Prague 7, Czech Republic, [dpo@gsa.europa.eu](mailto:dpo@gsa.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 the GSA through the launching of grant procedures.
- Article 5(1)(b): the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; the GSA processes the personal data of the applicants at their request (through the submission of their proposals) in order to take the necessary steps prior to enter into the grant agreement with the awarded applicant(s).
- Article 11: the processing of personal data relating to criminal convictions and offences shall be carried out only when authorised by Union law; such processing, in the form of an extract from the judicial record or declaration of honour, is explicitly foreseen in the Financial Regulation<sup>25</sup> (Articles 136-140)

<sup>25</sup> Regulation (EU, Euratom) 2018/1046

- Article 10(2)(a): as explained above, in case any applicant submits special categories of data at its own volition and without any specific request, it is implied that the data subject has given its consent to their processing

#### **Recipients of the data processed:**

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

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

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

#### **The data subjects' rights:**

- Data subjects have the right of access, rectification and erasure of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per the applicable rules
- Data subjects have the right to object, on grounds relating to his or her particular situation, at any time to the processing of personal data concerning him or her. Requests shall be addressed to the GSA Market Development Department at [market@gsa.europa.eu](mailto:market@gsa.europa.eu) by describing the request explicitly. It is noted that pursuant to such a request, the Controller shall no longer process the personal data unless the Controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims
- Data subjects may obtain their personal data, submitted to the GSA, in a structured, commonly used and machine-readable format and transmit them to another controller, provided that there are grounds for the exercise of this right, as per the applicable rules

- Data subjects are entitled to lodge a complaint at any time with the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if they consider that their rights under the applicable rules on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data have been infringed as a result of the processing of their personal data by the GSA
- Only in cases where the data subjects' consent is used as the legal basis for the processing of personal data (i.e. in case they have submitted special categories of data at their own volition and without any specific request), they can withdraw their consent at any time, without affecting the lawfulness of the processing before the withdrawal

Any request for the exercise of any of the abovementioned rights shall be addressed to the GSA Market Development Department at [market@gsa.europa.eu](mailto:market@gsa.europa.eu); data subjects are kindly requested to describe their requests explicitly.

## 16. PREPARATION AND STRUCTURE OF THE PROPOSAL

**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.**

Proposals shall be prepared along the following structure:

### Administrative Proposal (A1-A5):

A1 – Consortium Composition

A2 – Coordinator profile including:

- a) Legal Entity Form (LEF) together with supporting documents as described in Section 7.3
- b) Financial Identification Form (FIF) signed by the coordinator and signed and stamped by the bank  
OR a bank statement relating to the bank account

A3 – Co-Applicant profile (+ LEF) together with supporting documents as described in Section 7.3

A4 – Declaration of honour

A5 – Financial capacity ratios

### Technical Proposal (B1-B2):

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

B2 – Operational capacity

### Financial Proposal:

C1 – Preliminary Budget

The technical proposal (B1-B2 Forms) constitutes the core of your proposal. These forms shall be submitted using the various duly completed templates provided with this call, consisting of a list of headings. It is recommended to follow this structure when presenting the technical content. The templates are designed

to highlight those aspects that will be assessed against the evaluation criteria. They cover, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impact that might be expected to arise from the proposed work. Additional information or descriptive document may be provided by applicants as an annex.

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 will be present between C1 and other forms the figures in C1 form will prevail.**

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

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

Responsibility / Forms	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

## 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, the GSA 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**.

**The proposal ~~shall always~~ may be submitted in a paper version (please see the note below).**

**NOTE:** The proposals **submitted in 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.

[Possibility to submit the proposal electronically](#)



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

#### 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. 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/#/>).

#### **NOTA BENE**

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 of page 16 as well as below. This deadline is therefore respected even if it is received by the GSA after this deadline under the condition that it was sent before.

- E) ~~Unless notified otherwise by the GSA,~~ The proposals ~~(including USBs)~~ shall be submitted ~~by letter~~ as indicated above a) either by post or by courier not later than **01/06/2020**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below b) or delivered by hand not later than **01/06/2020 at 17:00**, Prague local time to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the GSA official who took delivery.

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

Proposals must be placed inside a sealed envelope. The envelope, addressed as indicated below, should be marked as follow“: **"CALL FOR PROPOSALS GSA/GRANT/06/2019 – 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**  
**GSA/GRANT/06/2019**  
**RECEIVER TECHNOLOGIES FOR HIGH-PRECISION IN MASS-MARKET**  
**GSA – 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

The GSA may invite the applicant(s), whose proposal has been recommended for the award by the Evaluation Committee, to introduce minor adjustment to the proposal. In that case, the applicant would receive a letter setting out the proposed modifications. The modified proposal shall address the modification proposed by the GSA **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 technical capacity;
- the applicant(s) does(do) not comply with the financial capacity;
- the proposal has not reached the minimum scores as indicated in the award criteria detailed in the call for proposals;
- the score obtained by the proposal is not ranked amongst the best proposals considered for the award.

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

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

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

### 18.3. Reserve list

The GSA 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 for the potential award of the grant.

## 19. CONTACTS

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

### **Before the final date for submission of proposals:**

- At the request of the applicant, the GSA may provide additional information solely for the purpose of clarifying the nature of the call. The request cannot be made after **04/05/2020**.
- Any requests for additional information must be made in writing only to the contact details stated below.
- The GSA may, on its own initiative, publish corrigenda in case of inaccuracy, omission or other clerical error in the text of the call for proposals.
- Any additional information including that referred to above will be published on the GSA internet page (<http://www.gsa.europa.eu/gsa/grants>) on which the call for proposals is published.

### **After the deadline for submission of proposals:**

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

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

GSA: Legal and Procurement Department

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

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

**REMINDER:** when sending any correspondence to the GSA, please refer to the subject (of the email or of the letter) to the relevant reference number of the Call: **GSA/GRANT/06/2019** – the failure of doing so might delay the timely response of the GSA.

## 20. ANNEXES

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

## 21. APPLICABLE DOCUMENTS

#	Applicable Document	Version	Remark
AD.1	Galileo E6-B/C SIS Technical Note		<a href="https://www.gsc-europa.eu/sites/default/files/sites/all/files/E6BC_SIS_Technical_Note.pdf">https://www.gsc-europa.eu/sites/default/files/sites/all/files/E6BC_SIS_Technical_Note.pdf</a>
AD.2	Galileo High Accuracy Service E6-B Signal-In-Space Message Specification for Phase 1 Tendering v1.0	Version 1.0	Document to be provided to applicants upon signature of NDU <sup>26</sup> . In case the document will be updated, the GSA will deliver such updated document to all the applicants which have signed the NDU.
AD.3	Galileo Open Service Signal-In-Space	Issue 1,	<a href="https://www.gsc-">https://www.gsc-</a>

<sup>26</sup> See section 3.2 above.

	Interface Control Document	Revision 3	<a href="http://europa.eu/sites/default/files/sites/all/files/Galileo-OS-SIS-ICD.pdf">europa.eu/sites/default/files/sites/all/files/Galileo-OS-SIS-ICD.pdf</a>
AD.4	NAVSTAR GPS Space Segment/Navigation User Segment Interfaces (IS-GPS-200)	Revision K	<a href="https://www.gps.gov/technical/icwg/IS-GPS-200K.pdf">https://www.gps.gov/technical/icwg/IS-GPS-200K.pdf</a>
AD.5	NAVSTAR GPS Space Segment/User Segment L5 Interfaces (IS-GPS-705)	Revision F	<a href="https://www.gps.gov/technical/icwg/IS-GPS-705F.pdf">https://www.gps.gov/technical/icwg/IS-GPS-705F.pdf</a>
AD.6	NAVSTAR GPS Space Segment/User Segment L1C Interfaces (IS-GPS-800)	Revision F	<a href="https://navcen.uscg.gov/pdf/gps/IS_GPS_800F.pdf">https://navcen.uscg.gov/pdf/gps/IS_GPS_800F.pdf</a>
AD.7	RTCM 10410.1 Standard for Networked Transport of RTCM via Internet Protocol (Ntrip)	Version 2.0 with Amendment 1, June 28, 2011	Available upon purchase.
AD.8	Differential GNSS Services	Version 3	<a href="http://www.rtcn.org/differential-global-navigation-satellite--dgns--standards.html">http://www.rtcn.org/differential-global-navigation-satellite--dgns--standards.html</a>
AD.9	RTCM Special Committee NO.104, RTCM Paper 107 - 2014 - SC104 - 818, Proposal of new RTCM SSR Messages SSR Stage 1: Galileo, QZSS, SBAS, BDS for RTCM Standard 10403.2		Available upon purchase
AD.10	RTCM Special Committee NO.104, Proposal of new RTCM SSR Messages SSR Stage 2: Satellite Phase Biases for RTCM Standard 10403.2		Available upon purchase
AD.11	Galileo E6-B/C SIS Technical Note	Version 1.0	<a href="https://www.gsc-europa.eu/sites/default/files/sites/all/files/E6BC_SIS_Technical_Note.pdf">https://www.gsc-europa.eu/sites/default/files/sites/all/files/E6BC_SIS_Technical_Note.pdf</a>
RD.1	PPP-RTK Market and Technology Report	Version 1.0	Document provided as part of the documentation package.
RD.2	GNSS User Technology Report	Issue 2	<a href="https://www.gsa.europa.eu/european-gnss/gnss-market/gnss-user-technology-report">https://www.gsa.europa.eu/european-gnss/gnss-market/gnss-user-technology-report</a>
RD.3	Report on Location-based Services User Needs and Requirements	Issue 2.0	Available at <a href="https://www.gsc-europa.eu">https://www.gsc-europa.eu</a>
RD.4	GNSS Market Report	Issue 6	<a href="https://www.gsa.europa.eu/market/market-report">https://www.gsa.europa.eu/market/market-report</a>