



European  
Global Navigation  
Satellite Systems  
Agency

## **CALL FOR PROPOSALS - AMENDMENTS**

**GSA/GRANT/07/2019**

**Development of a drone-borne double frequency Galileo receiver**

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## 1. CONTEXT

### 1.1. Overview

The present Call for Proposals 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 below in order to ensure that applications are complete and compliant with the call for proposals 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 competitiveness.

Galileo is the European global navigation system. It is a civil system under civil control, intended to provide navigation services to users, including reliable services for specific user communities. The Galileo constellation has already 26 satellites in orbit and is operational. With Galileo satellites working together with other constellations, there are more GNSS satellites available for positioning, navigation and timing (PNT). Already at this stage, the users are able to exploit significant improvements in terms of signal availability, especially in those areas where due to the restricted visibility of the sky because of the characteristics of the nearby terrain chances to receive signals from GNSS satellites are limited. Galileo will provide a precise, reliable and robust open service, enabling other desirable properties such as better resistance against multipath. Integrity of Galileo will be achieved by means of augmentation provided by the EGNOS<sup>1</sup> system in L5 frequency. In addition, Galileo will provide an Authentication service (in combination with the Open Service) in the navigation message (OS-NMA); authentication will be a unique feature of Galileo compared to other GNSS providers. This will allow the authenticity of the data provided through the signal in space to be assessed to detect attempts to spoof it and will contribute to improving the robustness of GNSS for applications in which safety and security is concerned. Initial OS-NMA Signal-in-Space transmission in test mode is scheduled for the end of 2019 while full service provision will start in 2020. Both the authentication of the navigation message and the integrity of the computed position will contribute to the concept of resilient PNT.

Drones bring innovation, new applications and business models to the European citizens. The sector is booming and drones will grow to outstrip any other user base in aviation and in order to navigate efficiently and safely, drones generally integrate GNSS solutions. The drone market is growing fast, with the European demand estimated of a valuation in excess of EUR 10 billion annually, in nominal terms, by 2035 and over EUR 15 billion annually by 2050.

European GNSS (EGNSS) provide significant added value to drone navigation, positioning and related applications. EGNOS corrections enabled improved accuracy, especially relevant in the vertical axis for drones' operations and the integrity message can contribute to most robust navigation solution. With Galileo satellites in addition to GPS, drones may use signals from more satellites for position determination which will improve the accuracy and also will increase the availability of received signals (e.g. key in urban canyons). Moreover, the Galileo Open service delivered in E1/E5 opens new opportunity towards

<sup>1</sup> The European Geostationary Navigation Overlay Service (EGNOS) is a regional satellite-based augmentation system (SBAS). EGNOS is part of an evolving multi-modal inter-regional SBAS service, and it is suitable for safety critical applications.

navigation solutions with higher accuracy. The Galileo's authentication feature will provide additional trust to drone users with regards to the veracity of their position, being more protected from intentional or unintentional interferences (e.g. spoofing). Several drone navigation receiver manufacturers already offer EGNSS capabilities in a multi-constellation suite, and the number of models is increasing continuously.

The regulatory framework for drones' operations is under development and significant progress has been made in 2018. Since 28 February 2019 Europe is one step closer to harmonised rules for safe drone operation. The EASA Committee voted unanimously to approve the European Commission's proposal for an Implementing Act to regulate the operations of Unmanned Aircraft Systems (UAS) in Europe and the registration of drone operators and of certified drones. The Implementing Act is accompanied by a Delegated Act, which defines the technical requirements for drones.

EASA introduced 3 categories of operations, based on the risk the operation is posing to third parties, and is divided into: Open (low risk), Specific (medium risk) and Certified (high risk).

- the 'open' category is a category of UAS operation that, considering the risks involved, does not require a prior authorisation by the competent authority nor a declaration by the UAS operator before the operation takes place;
- the 'specific' category is a category of UAS operation that, considering the risks involved, requires an authorisation by the competent authority before the operation takes place, considering the mitigation measures identified in an operational risk assessment, except for certain standard scenarios where a declaration by the operator is sufficient or when the operator holds a light UAS operator certificate (LUC) with the appropriate privileges;
- the 'certified' category is a category of UA operation that, considering the risks involved, requires the certification of the UAS, a licensed remote pilot and an operator approved by the competent authority, in order to ensure an appropriate level of safety.

With respect to the specific category, EASA is developing Standard Scenarios and predefined risk assessment in order to facilitate authorisations of such operations. These Standard Scenarios would become Acceptable Means of Compliance to the regulation on UAS operations in open and specific category. In addition, EUROCAE WG-105 and JARUS (Joint Authorities for Rulemaking of Unmanned Systems) are developing SORA (Specific Operations Risk Assessment), a risk assessment methodology to establish a sufficient level of confidence that a specific operation can be conducted safely. Eurocae WG-105 SG 62 is developing guidelines on the 'Use of GNSS for UAS', with the objective to provide support on the use of GNSS to mitigate certain risks defined in SORA.

The U-Space concept is under definition, aiming at a set of new services and specific procedures designed to support safe, efficient and secure access to airspace for large numbers of drones. U-space is capable of ensuring the smooth operation of drones in all operating environments, and in all types of airspace (in particular but not limited to Very Low Level airspace (below 500ft)). One of the key principles of delivery of U-Space is to leverage, as much as possible, existing aeronautical services and infrastructure, including GNSS. Three services have already been identified as "foundation services": electronic registration (e-registration), electronic identification (e-identification) and geofencing. Geofencing is a virtual geographic boundary, defined by GNSS technology that enable software to prevent a drone entering a defined zone.<sup>2</sup>

While the regulation under development is performance based and does not impose specific requirements to the drone navigation function, there is a strong need for accurate and reliable information on the drone

<sup>2</sup> U-Space Blueprint: <https://www.sesarju.eu/sites/default/files/documents/reports/U-space%20Blueprint%20brochure%20final.PDF>

position in order to respond to the needs and risks identified for a certain operation. This is especially relevant in operations in the Specific category and in Very Low Level airspace (VLL).

#### 1.2.1. *Open Service Navigation Message Authentication (OS-NMA)*

As part of its service portfolio, Galileo plans to provide a navigation message authentication feature over its Open Service (OS). From the Galileo standpoint, "Navigation Message Authentication" (NMA) is defined as the ability of the system to guarantee to the users that they are utilising navigation data from the Galileo satellites and not from any other, potentially malicious, source.

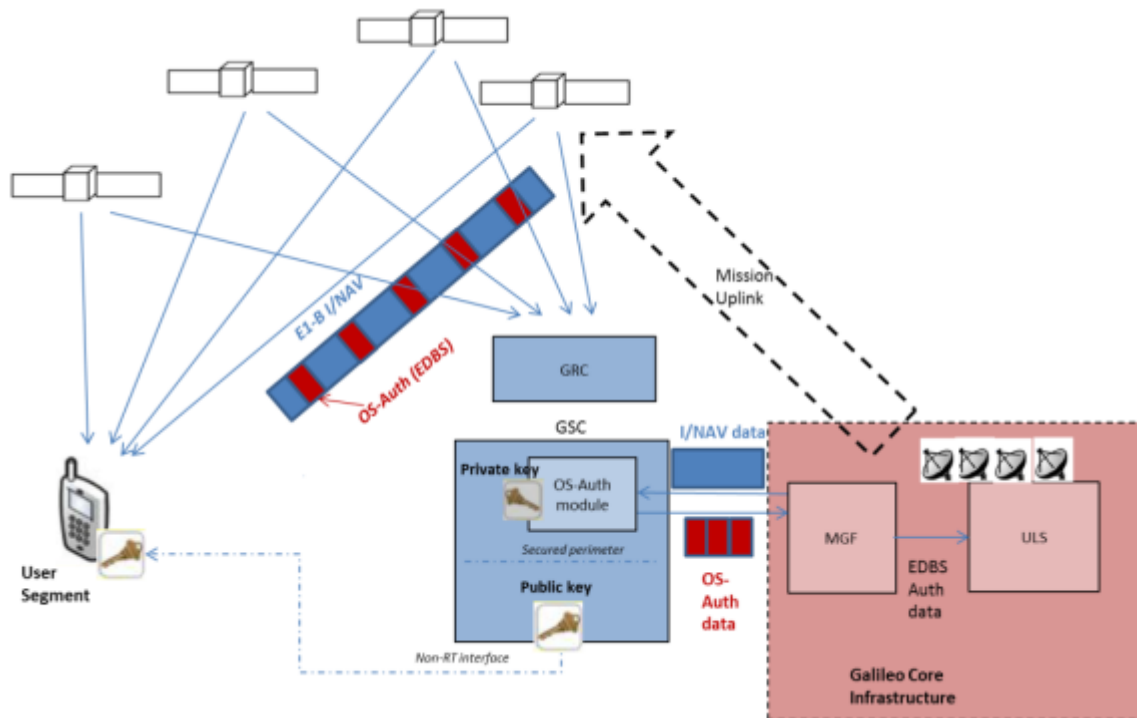
The inclusion of an OS-NMA feature is considered an important asset for the Galileo programme, it being a strong technical differentiator with respect to the other GNSS.

This capability will allow the Galileo user terminals to assess the authenticity of the data provided through the signal in space transmitted by the Galileo satellites against attempts to spoof it and will contribute to improve the overall robustness of GNSS for any applications, above all those in which security and trustworthiness is concerned. Furthermore, the OS NMA will also offer a certain level of anti-replay capability. This capability will strictly depend on the actual receiver's implemented measures and therefore cannot be considered a Galileo service.

OS-NMA will be based on:

- The publication of public keys, to be stored in GNSS receivers, allowing the authentication of the Signal In Space E1 I/NAV data through a hybrid symmetric/asymmetric scheme.
- The transmission of data to authenticate the Galileo OS navigation message (e.g. Digital Signatures, Message Authentication Codes and associated Keys) through the E1 I/NAV.

The OS-NMA envisaged system architecture is depicted in Figure 1.



**Figure 1: OS-NMA Architecture**

The NMA is computed in the ground segment, uploaded to and transmitted by the satellites connected to the ground segment. However, the proposed OS-NMA service also allows to cross-authenticate the navigation message transmitted by satellites which are not broadcasting NMA data as they are not connected to the ground segment or they are not even part of the Galileo system. This implies the capability to cross-authenticate the Galileo satellites that are not connected, and potentially even authenticate GPS L1 C/A navigation data as well.

The OS-NMA capability, completely open and free of charge, will bring public benefits resulting from the use of the enhanced performance of the GNSS devices, as well as benefit for the European industry and users. Initial OS-NMA Signal-in-Space transmission in test mode is scheduled for the end of 2019 while full service provision will start in 2020.

\*\*\*Within this context, GSA launches a call for proposals to develop a navigation solution including a drone borne double frequency multi-constellation receiver aiming at support drone operations in the Specific category. The activity also includes the implementation of suitable integrity algorithms, Galileo OS-NMA algorithms, testing and validation of the solution, as well as development of guidelines to implement such GNSS based solutions in UAS receivers.

### 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

## 2. OBJECTIVES AND SCOPE OF THE CALL

### 2.1. Objective of the call for proposals

This call for proposals aims to achieve the following objectives:

- 1) Development of a drone-borne low-cost double-frequency Galileo multi-constellation receiver, integrated with INS (inertial navigation system) and other sensors, at a sufficient technology level of maturity (TRL 7), leveraging Galileo differentiators.
- 2) Deliver solution offering robust navigation performances for the target application(s) complying with the safety and operational requirements defined by the relevant national authorities and/or EASA.
- 3) Validate the solution in a representative environment, targeting operations under specific category (typically those used for 'professional applications') and with more stringent technical and/or operational requirements (e.g. such as 'high end consumer drones' with geo-awareness requirements). Perform the flight tests and analyse the performances obtained from Galileo only constellation and also compare these performances with those coming from multiconstellation mode.

These objectives are further detailed below:

- 1) Design and develop an innovative navigation solution for drones suitable for operations within Very Low Level (VLL) airspace, typically within the EASA Specific Category. To meet the required performance levels, the solution may also integrate additional sensors.
- 2) The solution shall include suitable navigation and integrity algorithms for the intended operation leveraging E-GNSS differentiators, such as:
  - a. Galileo Multiconstellation, multifrequency (E1/E5)
  - b. EGNOS corrections and integrity information
  - c. Implement the algorithms to use the OS NMA<sup>3</sup> to support resilience with respect to spoofing following EC Galileo NMA specifications.
  - d. Other E-GNSS differentiators, e.g. Galileo High Accuracy Service.
- 3) Validate the algorithms and navigation solution in a representative environment.
  - a. Implement suitable mitigations techniques based on GNSS to tackle the applicable risks as defined in SORA and/or EASA standard scenarios.
  - b. Perform the flight trials in different modes: Galileo only, Galileo + other constellations (e.g. GPS, GLONASS, Beidou), non EU constellations only (e.g. GPS, Glonass, Beidou), as well as core constellations with SBAS augmentations (e.g. EGNOS). The tests shall also assess performances in single and dual frequency configurations.
- 4) Prepare guidelines for the implementation of EGNSS differentiators in drones' receiver and navigation solutions to achieve the defined performance levels.

<sup>3</sup> Open Service Navigation Message Authentication. The receiver and/or terminal shall be able to receive and process OS-NMA and/or be fully compliant with and make optimal use of the new Galileo E1-OS I/NAV features introduced with the Galileo Open Service Interface Control Document (OS ICD) issue 1.4



The Technology Readiness Levels (TRL) shall be at least 7 and the end-products shall be developed targeting a competitive cost in the respective market.

The required specifications above shall be taken as a minimum and the applicants may propose additional features that leverage the Galileo differentiators and which result in commercially viable products.

Purchase of the test equipment, such as simulators or anechoic chambers, will not be funded by this grant. The consortium may include own testing facilities or partners having facilities that can be made available to the project.

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

U-space is a set of new services and specific procedures designed to support safe, efficient and secure access to airspace for large numbers of drones. The most stringent drones operations are expected to take place in the VLL. In this context, robust and resilient drone position is a must and E-GNSS differentiators will be key to enable efficient operations and enhance U-Space final capacity.

The challenging environment also imposes constraints to the visibility of GNSS satellites and the signals will be affected by multipath, especially in urban environments or mountainous areas. Multi-constellation solutions will enable increased availability thanks to more satellites in view, and Galileo multifrequency capability is key to increase accuracy and the impact of multipath, which could be further improved by combining GNSS with other sensors/technologies.

Special attention is given to the need to maintain vertical separation between drones and with conventional aircraft sharing the airspace. Drones often use GNSS reference for altitude determination, as GNSS based height is more accurate and not prone to errors due to temperature gradients in the cities that can affect barometric measures. In VLL, GNSS height accuracy with existing technologies is expected to be around 5ft/1.5m, while pressure altitude will probably not be able to provide such accuracy in all situations. In fact, EGNOS already provides a vertical accuracy within metres and Galileo multifrequency capable receivers are already in the market improving accuracy globally. Galileo will also soon provide accuracy to decimetre level with its upcoming High Accuracy Service.

Robustness of the navigation solution is supported by integrity concept, which aims at providing a measure of trust of the position. Different integrity concepts are implemented in the diverse market segments. The Civil Aviation community have defined several augmentation concepts to core constellation such as Receiver Autonomous Integrity Monitoring (RAIM), Satellite Based Augmentation system (SBAS) and Ground Based Augmentation systems (GBAS) which are suited to meet the navigation and surveillance requirements of the users. In Maritime, the standards for multi-system shipborne radio navigation receivers recommend the use of augmentation together with Receiver autonomous integrity monitoring (RAIM). Such requirements are not defined for drones, given the diversity of operations. On the other hand, the operator itself shall assess the best navigation solution, ensure the information on the positioning is adequate to meet its needs and achieve the safety target. The development of a potential integrity concept for drones must consider the operational environment, typically characterised by limited satellite visibility and high multipath and therefore affected by local effects, and consider contribution of other sensors on board.

GNSS interference threats, such as spoofing attacks, can significantly impact drones' operations. As part of its service portfolio, Galileo plans to provide authentication features that could prevent risks of forgery for professional applications in urban, semi-urban areas and the practical implementation of U-Space. In particular, the Galileo Open Service Navigation Message Authentication is the ability of the system to guarantee to the users that they are utilising navigation data that has not been modified and comes from

the Galileo satellites and not from any other source. The open service authentication will be provided in Galileo E1 navigation message.

The scope of this call is to develop a navigation solution including a drone borne double frequency multi-constellation receiver aiming at support drone operations in the Specific category. The activity also includes the implementation of suitable integrity algorithms, Galileo OS-NMA algorithms, testing and validation of the solution, as well as development of guidelines to implement such GNSS based solutions in UAS receivers.

In order to reach the primary objectives of this call, the applicants shall conduct the implementation of the activities detailed below.

- 1) Design an innovative navigation solution for drones suitable for operations within Very Low Level airspace, typically within the EASA Specific Category:
  - a. Definition of the concept of operations, covering also operational scenarios.
  - b. Definition of operation and navigation performance requirements for the intended operation in terms of accuracy, availability, continuity and Integrity risk (if applicable), as well as the target safety level.
  - c. Definition of the validation strategy of the developed algorithms.
  - d. Design risk mitigations techniques for the intended operation leveraging EGNSS. The applicant can use as a reference the ongoing work at Eurocae WG-105-SG62 developing Guidelines for GNSS use in UAVs. In case of an operation defined by the EASA Standard Scenarios, the beneficiary shall define mitigation techniques based on GNSS as much as possible.
- 2) Develop suitable navigation and integrity algorithms for the intended operation leveraging E-GNSS differentiators:
  - a. Design and implement innovative positioning algorithms, including integrity concepts, at receiver level that benefit from multi constellation and multifrequency.
    - i. Perform integration with INS (inertial navigation system) and other sensors to complete the navigation function, position, velocity and attitude determination with high resilience.
    - ii. Develop the firmware considering EC Galileo OS NMA specifications and integrating other EGNSS differentiators.
  - b. Develop a dedicated software implementing necessary algorithms (including a minimum set of documentation such as the software requirements, design and testing).
- 3) Validate the algorithms and navigation solution in a representative environment and assess the robustness of the obtained navigation performance to meet the required objectives for the operation.
  - a. Perform at least 3 flight tests in representative environment to validate the obtained performances vs requirements. OS-NMA testing can be performed in laboratory. Perform the flight trials in different modes: Galileo only, Galileo + other constellations (e.g. GPS, GLONASS, Beidou), non-EU constellations only (e.g. GPS, Glonass, Beidou), SBAS augmentations, in single and dual frequency constellations.
  - b. Validate the software- check if it meets the specifications previously defined.
  - c. Validate risk mitigations techniques for the intended operation leveraging EGNSS.

- d. Get approval for the solution according to the safety and operational requirements defined by the relevant national authority and/or validate compliance with respect to the applicable EASA Standard Scenario.
- 4) **Optional:** Prepare guidelines for the implementation of EGNSS differentiators in drones' receiver and navigation solutions to achieve the defined performance levels as potential input to future standard.
- a. Contribute to standardisation activities in Eurocae and other relevant standardisation bodies, such as, but not limited to: 1) Eurocae WG 105 SG-62 follow up of on receiver and potential cybersecurity aspects. 2) Eurocae WG 105 23 Security: addressing threats for drones' operations, in order to analyse potential mitigations by Galileo OSNMA
- 5) With regard to OS-NMA<sup>4</sup>:
- a. the beneficiaries shall design and develop the OS-NMA algorithm, verify its compliance with the applicable specifications and demonstrate in real conditions the relevant benefits for the target application(s).  
The receiver/terminal shall be designed and developed in compliance with the requirements imposed by the Galileo OS-NMA scheme. Among others, it will implement an independent source of time loosely synchronised with the Galileo System Time (within TBC6 seconds). The receiver/terminal shall ensure integrity of any stored and/or received OS-NMA crypto material; NMA key material handling shall respect the specified renewal and/or revocation processes.
  - b. After finalising the preliminary risks assessment included in proposal, the beneficiary shall assess the need for additional anti-spoofing capability beyond OS-NMA and shall include a user interface providing information on the actual level of confidence of the GNSS solution and/or, more in general, the positioning (and timing) solution.

Applicants interested in assessing the use of Galileo High Accuracy Service (HAS) should refer to section 3.2 covering access to proprietary information.

**In addition to these activities the project shall also include the following activity:**

**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 achieved performances and enabled operation. The demonstration, making use of real Galileo Signal-in-Space up to the maximum extent and to be ideally carried out outside of a controlled environment and under realistic conditions (e.g. urban environment), shall be a fundamental step of the dissemination path and the beneficiary is encouraged to involve all the main relevant stakeholders in order to optimise the benefit resulting from its execution.

Other expected dissemination means are specialized 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

<sup>4</sup> For the sake of the proposal preparation, the publicly accessible [Galileo NMA specification for Signal in Space testing](#) shall be used. The beneficiary will be provided with the latest applicable specification (version 1.1) at the project Kick-Off meeting.

deliverables list in section 2.4). A preliminary version of the Dissemination Plan shall be also included in the proposal

### 2.3. Core Activities

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

- Management and coordination
- User performance requirements and Concept of operations definition
- Design and development of the navigation algorithms
- Pre-Testing and validation of the solution
- Completion of the receiver guidelines
- Dissemination.

### 2.4. Deliverables

During the implementation of the action the beneficiaries are expected to submit a number of deliverables including documents and hardware. In addition, a progress report shall be delivered every three months.

Proposals (in B1 Form) should define a minimum set of deliverables and the planning for their submission. The list of deliverables shall include at least the following:

- (1) Project Management Plan including:
  - ✓ Product tree;
  - ✓ Work Breakdown Structure;
  - ✓ Work Plan Description;
  - ✓ Schedule;
  - ✓ Configuration Management Plan.
- (2) Risk Management Document including:
  - ✓ Risk Management Plan;
  - ✓ Risk Assessment Report;
- (3) Concept of operations and PNT requirements for operational scenarios
- (4) Integrity algorithms
- (5) Detailed navigation solution architecture and design justification file, including specifications of the GNSS receiver
- (6) Software Requirements
- (7) Software Design
- (8) Operation Safety case
- (9) Verification and Validation Plan;

- (10) Test Plan;
- (11) Test Procedures;
- (12) Tests Reports;
- (13) Receiver guidelines
- (14) Business plan;
- (15) IPR-related documentation;
- (16) Dissemination Plan;
- (17) Dissemination Documents and Multimedia

In relation to the Business plan (point number 14 above) the applicants are requested to include in their proposals a preliminary business plan describing how the products will reach the market beyond the project's duration. The preliminary business plan shall be evaluated against the award criteria (see section 10).

In case the beneficiaries opt for conducting a demonstration, they shall provide to the GSA a fully functional demonstrator including prototype(s), additional hardware/software, IPRs licencing, if necessary, and any related documentation.

## 2.5. Project Workflow

During an indicative 24 months of activity, the project shall foresee intermediate milestones reflecting as far as possible the workflow described below.

The proposed workflow should in principle contain the following **milestones**:

1. **Kick-Off Meeting (KOM):** The primary objective of the meeting is to present the review procedure and organisation.
2. **Requirement Review (RR):** The primary objectives of this review are to release the updated technical requirements and specifications, the assessment of the preliminary design definition and the assessment of the preliminary verification program;
3. **Preliminary Design Review (PDR):** The primary objective of this review is the performance of the preliminary design activity for GSA approval as input for the prototype detailed design process. Exit criteria for this review shall at least include the approval of the prototype's requirements and of the preliminary design. Potential risk items are highlighted and mitigation plans are evaluated;
4. **Critical Design Review (CDR):** The primary objective of this review is the completion of the prototypes (at least one for the mandatory area of activity) detailed design, architecture and to authorise the start of the prototype development. Exit criteria for this review shall at least include the approval of the detailed design in accordance with the requirements and suitable for the implementation phase, other than the closure of any open action resulting from the PDR stage;
5. **Test Review (TR):** The primary objective of this review is the assessment of the performance with simulated data. The milestone shall be held at the end of the prototype testing phase in the laboratory;
6. **Acceptance Review (AR):** The primary objectives of this review are the exploration of the achieved performance with real data and to demonstrate that the receiver and navigation solution meet the requirements;

7. **Final Review (FR):** The primary objective of this review is to conclude the project. The milestone shall be held at the end of the project activities.

The applicants shall provide in the proposal a methodology for requirements identification, design, development and testing of the system.

The applicant can propose a different project workflow, if considered relevant to better reach the project objectives.

## 2.6. Outputs expected from the implementation of activities

The proposals shall aim to achieve the objectives of the action. All the deliverables (as listed in section 2.4), will be used by the EU and the GSA in accordance with of the provision of the grant agreement.

The beneficiaries may request an access to a dedicated business supporting the go-to-market strategy via the GSA “Integration” platform that will support the go-to-market strategy of the project results, at no additional costs.

## 3. TIMETABLE AND ACCESS TO PROPRIETARY INFORMATION

### 3.1. Timetable

Tentative starting date for the action is in Q2 2021, 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**

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

	Stages	Date/time or indicative period
a)	<b>Publication of the call</b>	<b>29/11/2019</b>
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>04/03/2020</b>
c)	<b>Deadline for request for clarifications</b>	<b>04/04/2020</b>
d)	<b>Publication of the clarifications</b>	<b>14/04/2020</b>
e)	<b>Deadline for submitting applications</b>	<b>30/04/2020</b>
f)	<b>Evaluation period</b>	<b>Q3 2020</b>
g)	<b>Information to applicants on the outcome of the evaluation</b>	<b>Q4 2020</b>
h)	<b>Signature of the grant agreement</b>	<b>Q4 2020</b>

	Stages	Date/time or indicative period

### 3.2. 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 may be relevant for preparing the proposal. For this purpose, they shall each submit:

- NDU using the form attached in Annex XI;
- Legal Identification Form (LEF) 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:

European GNSS Agency  
 Procurement and Legal Department  
 Non-Disclosure Undertaking under grant procedure GSA/GRANT/07/2019  
 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 1,500,000.00**

**Indicative number of projects: up to 2 projects**

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

Publication of the call does not guarantee the availability of funds for the above action and it places no obligation on 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 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>5</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.**

<sup>5</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)

**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>6</sup> or contracting entities in the meaning of Directive 2014/25/EC<sup>7</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.**

## **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,

<sup>6</sup> Directive 2014/24/EC on public procurement and repealing Directive 2014/18/EC.

<sup>7</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.

- 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>8</sup>.

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

## 7. ELIGIBILITY CRITERIA

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

### 7.1. Eligible applicants

- Legal persons established<sup>9</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 development, integration and/or manufacturing of GNSS receivers, components, receivers and/or expert in the field of GNSS Research and development (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 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.

<sup>8</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>9</sup> Established should be understood as having a registered office, central administration or principal place of business in one of these countries.

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

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

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

### 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 (A5 Form) and,
  - a table provided for in the application form (A5 Form), filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form. For newly created legal persons, a business plan might replace the above documents.
- b) grant amount ≥ EUR 750 000:
  - in addition to the above, an audit report produced by an approved external auditor, where it is available, and always in cases where a statutory audit is required by Union or national law, certifying the accounts for up to 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 up to 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 (see section 12.4 below);
- 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,
- Applicants must have relevant experience in design, development and industrialisation of GNSS receivers and related technologies;
- Applicants must prove that they have at their disposal technical infrastructures (relevant design and validation tools and/or hardware/software tools) necessary to perform the implementation.

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

- description of the profile of the individuals<sup>10</sup> primarily responsible for managing and implementing the activities;
- description of the technical equipment, tools or facilities at the disposal of the applicant;

<sup>10</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>

- 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.

<b>AWARD CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE</b>	<b>MAX. SCORE</b>
<b>1. The relevance of the proposal to the objectives of the call, credibility of the proposed approach, and innovation of the solutions proposed:</b>	<b>50</b>
<i>Relevance and quality of the proposed technologies and services to be implemented in the receiver (as described in Section 2.2)</i>	12
<i>Inclusion of the optional activities related to receiver guidelines (as described in section 2.2)</i>	10
<i>Relevance and quality of the methodology for requirements identification, design, development and testing of the receiver (as requested in Section 2.2)</i>	15
<i>Overall quality of the proposal in terms of completeness, level of detail and innovation.</i>	13
<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 understood as usage of the developed technology for more than one operation/application.</i>	4
<i>Coherency of the business plan for the exploitation of the results of the grant (preliminary version of deliverable)</i>	6
<b>3. Credibility and effectiveness of the dissemination plan for the results of the grant in the best interest of the European Union:</b>	<b>10</b>
<i>Appropriateness of the methodology of the dissemination plan</i>	5
<i>Impact of dissemination plan to attract visibility of results towards stakeholders</i>	5
<b>4. Quality of the implementation – coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources:</b>	<b>30</b>
<i>The coherence and effectiveness of the work plan in terms of activities' definition, schedule, tasks, effort and cost, including justification of the resources to be used</i>	20
<i>Appropriateness of the management structures and procedures, including risk and innovation management</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>11</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 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>12</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 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.**

## 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.

<sup>11</sup> Articles 180 and 201 of the Financial Regulation

<sup>12</sup> Please refer to section 8.3



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>13</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>14</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>15</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>16</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.

#### Balanced budget<sup>17</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.

<sup>13</sup> Article 193 of the Financial Regulation

<sup>14</sup> Article 190 of the Financial Regulation

<sup>15</sup> Article 192 of the Financial Regulation

<sup>16</sup> The no-profit principle shall not apply to actions indicated in Article 192 (3) of the Financial Regulation.

<sup>17</sup> Article 196 (1) e) of the Financial Regulation

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;
  - 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
  
- 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 (taxis and/or public transport). They apply for each day of a

mission at a minimum distance of 100 km from the normal place of work in the context of the project forming the subject of the grant agreement.

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

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

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

All necessary supporting documents, in accordance with the beneficiaries' travel policy, have to be kept from the very beginning of the project (e.g. travel tickets, boarding passes, invoices from the travel agency, etc.) 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>18</sup> is eligible under indirect costs**, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

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

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

➤ **Non-eligible costs**

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

- a. return on capital or return generated by an investment;
- b. debt and debt service charges;

<sup>18</sup> Indirect costs = 7% \* (total eligible direct costs - subcontracting).



- 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>19</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>20</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>21</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).

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

The interim payment must clear 50% of the amount of the pre-financing payment previously made. The interim payment shall not exceed 40% of the maximum grant amount. The cumulative amount of pre-

<sup>19</sup> See section 12.1 of this Call for Proposals.

<sup>20</sup> Art. 202 and 203 of the Financial Regulation.

<sup>21</sup> Art. 203 (4) of the Financial Regulation.

financing and of the interim payment altogether must not exceed 70% of the *maximum amount of the grant*.

Payment	Amount	Reporting period	Note
Pre-financing payment	30%	N/A	
Interim payment	max 40%	Interim Review	Based on the actual requested contribution (i.e. actual expenditure).
Final payment	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>22</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

### 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.

<sup>22</sup> Art. 101, 115, 203 of the Financial Regulation.

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 agreements, 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>23</sup> (Articles 136-140)
- Article 10(2)(a): as explained above, in case any applicant submits special categories of data at its own volition and without any specific request, it is implied that the data subject has given its consent to their processing

**Recipients of the data processed:**

- a limited number of staff of the GSA managing this grant procedure

<sup>23</sup> Regulation (EU, Euratom) 2018/1046

- 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](mailto:EDPS@edps.europa.eu)) if they consider that their rights under the applicable rules on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data have been infringed as a result of the processing of their personal data by the 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 A6 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 be submitted in a paper version (please see the note below).**

**NOTE:** The proposals 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.

Unless notified otherwise by the GSA, the proposals (including USBs) shall be submitted by letter a) either by post or by courier not later than **30/04/2020**, 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 or b) delivered by hand not later than **30/04/2020 at 23:59** 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/07/2019 – 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/07/2019**

**DEVELOPMENT OF A DRONE-BORNE DOUBLE FREQUENCY GALILEO RECEIVER**

**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 04/04/2020.
- 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/07/19** – 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. REFERENCE/APPLICABLE DOCUMENTS

[RD.1] Galileo Navigation Message Authentication Specification for Signal-In-Space Testing- v1.0

[AD.1] Galileo E6-B/C Codes Technical Note v1.0 available at [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)

[AD.2] Galileo High Accuracy Service E6-B Signal-In-Space Message Specification for Phase 1 Tendering v1.0 - Document to be provided to applicants upon signature of NDU (see Section 3.2 above). 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 Interface Control Document Issue 1, Revision 3, available at: <https://www.gsc-europa.eu/sites/default/files/sites/all/files/Galileo-OS-SIS-ICD.pdf>