**TECHNICAL PROPOSAL - DESCRIPTION OF THE WORK PLAN – FORM B1**

1. Concept and approach (max 30 pages )
   1. **Concept**

Please describe how the project is relevant for the main objectives of the call and in particular:

* Define the specific mass market stream addressed by the proposal (i.e. Premium Mass Market or General Mass Market), or specify whether both are addressed;
* Describe what is the real step forward in terms of innovation brought by the proposed solution, by filling the following table and specifying the Galileo related technological elements that shall be developed in case of award and the technology gaps that they will fill and the solution(s) proposed (see section 2.2.3 of the Call for Proposal):

|  |  |  |
| --- | --- | --- |
| **Proposed element of innovation** | **Current state of the art** | **Technology gap to be filled** |
| **Area of activity No.1** |  |  |
| **…** |  |  |
| **Area of activity No.3** |  |  |

* 1. **Approach**

Applicants shall include a detailed description of their approach in a preliminary work plan, including, as minimum:

1. The overall approach and methodology to identify the user requirements, design, develop, test and demonstrate the hardware/software components;
2. The research and development activities proposed;
3. The deliverables list, team allocation, effort distribution and a preliminary risk register;
4. The preliminary dissemination plan towards the relevant stakeholders and a preliminary business plan.
5. Expected Impact (max 10 pages)
6. Describe how your project will contribute to the maximisation of the benefits to citizens by the adoption of the proposed solution in the market;
7. Elaborate a preliminary Roadmap for commercialisation of the results of the grant;
8. Implementation (MAX 20 pages)
   1. **Work plan**

Please provide the following:

* + 1. **Overall structure of the work plan**
* brief presentation
  + 1. **Timing of the different WPs and their components**
* Gantt chart or similar
  + 1. **List of work packages.**

The proposals must also include a major sub-division of the proposed project into work packages, numbered 1 through ‘n’ (this might include the indication of part of the activities subcontracted or carried out by third parties).

Please provide the list of work packages, using the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **List of work packages** | | | | | | |
| **Work package No** | **Work Package Title** | **Lead Participant No** | **Lead Participant Short Name** | **Man-days** | **Start Month** | **End Month** |
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* + 1. **Work package description.**

Please provide the description of each work package listed above, using the table below.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work package description** | | | | | | | | | |
| **Work package number** |  | | **Start Date or Starting Event** | | | |  | | |
| **Work package title** |  | | | | | | | | |
| **Participant number** |  |  | |  |  |  | |  |  |
| **Short name of participant** |  |  | |  |  |  | |  |  |
| **Man-days per participant:** |  |  | |  |  |  | |  |  |

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| --- |
| **Objectives** |

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| **Description of work** (where appropriate, broken down into tasks), coordinator and role of co-applicants. |

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| **Deliverables of the WP** (brief description and month of delivery) |

* + 1. **List of major deliverables.**

A deliverable refers to a distinct and tangible output of the project, meaningful in terms of the overall objectives, generally related to a specific objective and related set of activities and constituted by a report, tool, etc. The following table must list all planned deliverables with a short description of the content and its link with the project plan and the expected delivery periodicity. For each deliverable a dissemination level (public or confidential) shall be added.

Please provide the list of deliverables (in accordance with section 2.3 of the Call for Proposals), using the table below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverables** | | | | | | | |
| **ID** | **ID as per Call for Proposal**  (section 2.3) | **Title** | **Short description** | **Periodicity**  (a) | **Type**  (b) | **Distribution**  (c) | **WP Ref.**  (d) |
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Notes:

* 1. Periodicity may include: Annual, Quarterly, Monthly, ad-hoc, etc.
  2. R = Report; SP = Specification, T= Tool, O = Other.
  3. P = Public, open for public dissemination (public deliverables shall be of a professional standard in a form suitable for print or electronic publication);

CO = Confidential, restricted under conditions to be set out in the Grant Agreement. Irrespective of the status, all reports and deliverables must be made accessible to the other project participants, and to the GSA.

ER = External restricted (eg. Members, stakeholder groups or other particular target

groups)

* 1. Corresponding to the specific WP ID they refer to.
     1. **Graphical presentation of the components showing how they inter-relate.**
* Presented in Pert chart or similar
  1. **Management structure and procedures**
     1. **Organisational structure and related milestones**

Describe the organisational structure and the decision-making (please include a list of milestones as in the table below). Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project. Describe, where relevant, how effective innovation management will be addressed in the management structure and project plan.

| **Milestones** | | | | |
| --- | --- | --- | --- | --- |
| **Milestone number** | **Milestone name** | **Related work package(s)** | **Estimated date** | **Means of verification** |
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* + 1. **Risks and mitigation measures**

Describe any critical risks, relating to project implementation, that the stated project objectives may not be achieved. Detail any risk mitigation measures. Please provide the following table with critical risks identified and mitigating actions.

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| --- | --- | --- |
| **Risks** | | |
| **Description of risk** | **Work package(s) involved** | **Proposed risk-mitigation measures** |
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* 1. **Consortium as a whole (in case of multi-beneficiary grant)**

Describe the consortium. How will it match the project’s objectives? How do the members complement one another (and cover the value chain, where appropriate)? In what way does each of them contribute to the project? How will they be able to work effectively together? Please note that the individual members of the consortium are described in the form A4. There is no need to repeat that information here.

Describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project.

* 1. **Resources to be committed**

Please make sure the information in this section matches the costs as stated in the budget table in form C1 of the administrative forms, and the number of man-days, shown in the detailed work package descriptions.

Please provide the following:

1. **Summary of planned staff effort**

Proposals must include an aggregated overview of planned efforts, described as number of man-days over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant man-day figure in bold.

Please follow the structure below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Planned Staff Effort** | | | | | | |
| **Work package No** | **Work Package Title** | **Co-ordinator/mono-beneficiary** | **Participant 2** | **Participant 3** | **…** | **Total**  **man-days** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Man-days** | |  |  |  |  |  |

1. **Other direct costs.**

Provide justification of the Other direct cost items (travel, equipment, goods and services, etc.) for all applicants (as stated in cost category 2 of their C1 form).

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| --- | --- | --- |
| **Other direct costs** | | |
| ***Applicant Name: […]*** | **Cost (€)** | **Justification** |
| ***Travel*** |  |  |
| ***Equipment*** |  |  |
| ***Goods and services*** |  |  |
| ***…*** |  |  |
| **Total** |  |  |

1. **Subcontracting**

Provide list of subcontractors involved in the project including the company to be subcontracted (if known), description of subcontracted activities and estimated budget. If an applicant is planning to use more than one subcontractor each one should be listed separately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of applicant** | **Subcontractor company name (if known)** | **Estimated costs** | **WP** | **Description of subcontracted activities** |
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1. **Cumulative budget overview**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant** | **Estimated eligible direct costs** | | | **(A) Estimated direct eligible costs (A1+A2)** | **(B) Estimated eligible indirect costs**  **((A-A3)x7%)** | **(C) Total estimated eligible costs**  **(A+B)** | **Total requested GSA grant**  **(70% x C)** |
| **(A1) Personnel costs** | **Other direct costs** | |
| **(A2) Total** | **(A3) of which Subcontracting costs** |
| **Coordinator**  **(Co-applicant no. 1) or mono-beneficiary** |  |  |  |  |  |  |  |
| **Co-Applicant no. 2** |  |  |  |  |  |  |  |
| **Co-Applicant no. 3** |  |  |  |  |  |  |  |
| **Co-Applicant no. 4** |  |  |  |  |  |  |  |
| **Co-Applicant no. 5** |  |  |  |  |  |  |  |
| **Co-Applicant no. 6** |  |  |  |  |  |  |  |
| **Co-Applicant no. 7** |  |  |  |  |  |  |  |
| **Co-Applicant no. 8** |  |  |  |  |  |  |  |
| **…** |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |

1. TECHNICAL ANNEXES

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| --- | --- | --- | --- |
| **Section 1 - Consortium / Company Details. (**Do not include subcontractors but include affiliated entities (if any)) | | | |
| **No.** | **Company name** | **Company category**  (select one of the options below) | **Country** |
| **Coordinator n. 1/mono-beneficiary** |  |  |  |
| **Co-Applicant n. 2** |  |  |  |
| **Co-Applicant n. 3** |  |  |  |
| **Co-Applicant n. 4** |  |  |  |
| **Co-Applicant n. 5** |  |  |  |
| **Co-Applicant n. 6** |  |  |  |
| **Co-Applicant n. 7** |  |  |  |
| **Co-Applicant n. 8** |  |  |  |
| **…** |  |  |  |
| **Company categories:** | | | |
| 1. National agency 2. GNSS receiver/chipsets/etc. manufacturer | | 1. GNSS software developer 2. Research & Development institute 3. Other (please specify) | |

|  |  |
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| **OPERATIONAL CAPACITY – Form B2** | |
| **Organisation Legal Name** |  |
| **Short Name** |  |
| **Legal Status** |  |

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| Description of the profile of the people primarily responsible for managing and implementing the activities including description of its relevant competences, previous experience (according to their profiles or CVs), previous experience in similar projects and describing the ability to carry out the activities corresponding to the size of the project for which the grant is requested. |
| Description of the technical equipment, tools or facilities at the disposal of the applicant |
| Description of the role of each applicant (coordinator, co-applicants and affiliated entities) in the organisational structure in general and regarding the performance of activities subject to grant agreement. |