



“Join GSA and showcase your Galileo enabled solution at InfoShare tech conference!”

Terms of Reference

1 THE BACKGROUND

The InfoShare¹ is the largest developers’ network and conference organised in Central and Eastern Europe. Every year it attracts more than 6.000 participants with a strong representation of mobile developers, start-ups, executives, investors innovation leaders and marketers from across the globe.

This year, due to COVID-19 travel restrictions, the conference will be held online from 23-30 September 2020, featuring a virtual exhibition area. Conference presentations will be streamed at seven parallel stages, offering a deep dive into technology, marketing and growth topics. With a programme featuring leading visionaries and investors, the conference is a great opportunity to present and promote innovative ideas, technologies and applications and bring them to the attention of key decision-makers. The InfoShare platform will allow companies participating at virtual exhibition area to reach a wide audience by dedicating them an important space to showcase and promote their products solutions to all conference participants.

Through this **contest** the GSA expects to promote innovative Galileo-based solutions and applications and to show how EGNSS enhances the EU industrial competitiveness and plays a pivotal role in tackling various challenges that EU faces.

2 THE CONTEST

The GSA will be exhibiting at the InfoShare 2020, having one virtual stand in the exhibition area. The aim of this **contest** is to give applicants the opportunity to be featured at Infoshare together with GSA.

The GSA will offer to each one of the awarded applicants the opportunity to promote their solution/product/application:

- at the GSA virtual stand; and
- via GSA communication channels (news item on the selected companies and InfoShare, Twitter and Facebook posts, LinkedIn posts).

¹ <https://infoshare.pl/>

Each applicant shall propose a Galileo enabled product/solution or location-based smartphone applications.

Up to 10 applicants will be selected to receive this prize by evaluating their expressed written interest, based on the criteria below.

ELIGIBILITY CRITERIA

Participation in the contest is open to legal entities or natural persons.

Natural persons applicant shall be EU Members States citizen or citizen of Switzerland or Norway. All applicants must be at least of 18 years of age by the date of registration to the contest.

In the case of legal entity, its central administration or registered office must be located in the EU Member States or in Switzerland or in Norway.

EXCLUSION CRITERIA

The contest is not open to entities not satisfying the exclusion criteria below and is not open to employees of GSA (including GSA contractors), EC and ESA or to immediate family members (spouses, domestic partners, parents, grandparents, siblings, children and grandchildren) of employees of GSA, EC and ESA or to employees or immediate family members of any of their respective affiliates.

CONTEST PROCESS

Following the launch of the competition, each potential participant interested in exhibiting at InfoShare together with the GSA has to submit a proposal of **maximum 5 pages** considering the award criteria until 7 September 2020. The proposal shall include the following:

- Short description of the applicant and the target market;
- Description of the product/solution/application to be exhibited;
- The use of Galileo/location information by the product or in the solution;
- Declaration of honour on exclusion (available [here](#));
- Legal Entity Form (available [here](#)) with a copy of an identity document (national ID card or passport) of the natural persons participants, if legal entity, an extract of the national company registry of the legal entity. **The photographs, as well as any other personal data (except for the name, date of birth and nationality) included in such ID documents must be concealed by each applicant so that they are not at all visible in the submitted copy. If, despite the aforementioned, such non-mandatory personal data are visible, it is implied that the applicant has given its consent to their processing.**

The winners will be selected based on the award criteria listed below.

All expressions of interest must be submitted before the above-mentioned deadline via e-mail with the subject "InfoShare 2020" to the following e-mail address: prizes@gsa.europa.eu.



PRIZES

The winners will have the opportunity to promote their solution/ product/ application:

- by obtaining space at the GSA virtual stand;
- via GSA communication channels (news item on the selected companies and InfoShare, Twitter and Facebook posts, LinkedIn posts).

The prizes shall be awarded in accordance with the principles of transparency and equal treatment and shall promote the achievement of policy objectives of the Union.

AWARD CRITERIA

The **criteria** that will be used to select the winners:

- **Relevance to the scope of InfoShare (0-5):** Does the product/solution/application fit in the scope of the InfoShare conference (e.g. LBS and/or IoT target market for the product/solution/application)?
- **Galileo relevance (0-5):** Is the product/solution/application making use of Galileo?
- **Innovation (0-5):** Is this kind of product/solution/application not yet available on the market? Is the application technologically advanced?
- **Visual attraction (0-5):** Is this product/solution/application visually attractive, considering that it will be exhibited on-line?

The above-mentioned criteria will be assessed confidentially and on a discretionary basis by the GSA evaluation board. The applicants irrevocably acknowledge that jury deliberations are confidential and will not be disclosed to applicants.

INTELLECTUAL PROPERTY OF DEVELOPMENTS

Applicants will retain full ownership of the intellectual property rights on exhibited products/solutions/applications.

3 THE SCHEDULE

ID	Event	Date
1	Announcement	21 st August 2020
2	Expression of interest - deadline	7 th September 2020
3	Announcement of selected companies	14 th September 2020
4	Event dates	23-30 September 2020

4 THE ORGANISATIONAL COSTS

The participation to the contest is free of charge for the applicants. Apart from the prizes defined above no other contribution or reimbursement of costs would be foreseen for the applicants.

5 OTHER CONDITIONS

5.1 Participation in the Contest requires the acceptance of the Rules of Contest consisting of these Terms of Reference as well as the GSA's General Rules of Contest (available on GSA's website under the following link:

https://www.gsa.europa.eu/sites/default/files/content/general_rules_of_contest_for_prizes.pdf.

5.2 The applicants shall be solely liable in the event of a claim relating to the activities carried out in the framework of the contest.

5.3 The winners shall accept the publicity obligations set out in the FR².

5.4 The contest may be cancelled in particular where its objectives cannot be fulfilled.

5.5 Applicants will be informed as soon as possible of the outcome of the evaluation of their application and in any case within 15 calendar days after the award decision has been taken.

² 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/



5.6 The decision which applicants are selected shall be notified to the winning applicants and be binding upon GSA.

5.7 Any personal data that may be included in the written notes of applicants shall be processed by the GSA in accordance with the applicable rules on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Identity of the Controller and Data Protection Officer:

1. For what concerns the processing purposes 1, 2 and 3 below:

- **Controller:** European GNSS Agency (GSA), Head of GSA Market Development Department, Janovskeho 438/2 170 00 Prague 7, Czech Republic, market@gsa.europa.eu;
- **Data Protection Officer:** GSA Data Protection Officer, Janovskeho 438/2 170 00 Prague 7, Czech Republic, dpo@gsa.europa.eu

2. For what concerns the processing purpose 4 below:

- **Join Controllers:** (1) European GNSS Agency (GSA), Head of GSA Market and Development Department, Janovskeho 438/2 170 00 Prague 7, Czech Republic, market@gsa.europa.eu and (2) European Commission, Directorate-General for Budget of the European Commission ('DG Budget'), DG Budget's Data Controller BUDG-FICHIER-TIERS@ec.europa.eu
- **Data Protection Officers:** (1) GSA Data Protection Officer, Janovskeho 438/2 170 00 Prague 7, Czech Republic, dpo@gsa.europa.eu and (2) DG Budget Data Protection Coordinator BUDG-DATA-PROTECTION-COORDINATOR@ec.europa.eu

Purposes of processing:

- Registration in the application platform available at the dedicated contest site and submission of the application
- Management and administration of the award process pertaining to this opportunity
- The preparation of the contract(s), only with regard to the personal data of the awarded applicant(s)
- Only with regard to the personal data of the awarded applicant(s):
 - the registration of the necessary "legal entities" and "bank account" files in the Commission Financial System ABAC (Accrual Based Accounting)
 - the execution of payments towards the registered entities
 - the registration of the related financial transactions

Data concerned: any personal data that may be included in interested entities' applications. Such data can relate to the following categories:

- Identification of individuals (e.g. name, last name, title, function in organisation);
- Communication details of individuals (e.g. email address, telephone number, postal address);
- Information for the evaluation of eligibility, exclusion and award criteria (e.g. expertise, technical skills and languages, educational background, professional experience including details on current and past employment)
- Financial information of applicant(s), e.g. bank account number, IBAN and BIC codes, address of respective bank branch, name of bank account holder
- 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 contract(s); such data are collected through the submission of the declaration of honour

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 contract

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

Lawfulness of 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 competitions.
- Article 5(1)(c): the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; the GSA processes the personal data of the applicants at their request (through the submission of their applications) in order to take the necessary steps prior to enter into the contract 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 Regulation² (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 procedure
- data processors:
 - a limited number of staff of GSA contractors assisting GSA staff in the management of this procedure
 - a limited number of staff of the Directorate-General for Budget of the European Commission ('DG Budget')
- 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)

All the above mentioned recipients are established in the European Union.

Information on the retention period of personal data:

1. with the exception of the information under point (2) below, all other information pertaining to this procedure shall be kept for up to 7 years following the end of the year when the contract(s) has been awarded as a result of the award 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;

² Regulation (EU, Euratom) 2018/1046



2. all information (including personal data) submitted by the applicants in the application platform will be deleted from said platform
 - within a maximum of 2 months after the launch of the second stage of the competition, for those applicants which are not selected to proceed to the second stage of the competition;
 - within a maximum 2 months after the closing date of the second stage of the competition, for those applicants which are selected to proceed to the second stage;
3. 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 subject's rights and contact data:

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

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

⁴ Such right will be provided for under Regulation (EU) 2018/1725, as of 11 December 2018