CALL FOR PROPOSALS

EGNOS Service Performance Monitoring Support (‘‘SPMS”)

Establishment of a Framework Partnership
Award of the first specific grant

Reference: GSA/GRANT/EGNOS/01/2014

The present call for proposals is composed of a set of Submission Documents, which form an integral part of this call:
   A1-A6 Forms
   B1-B8 Forms

The terms set out in the call for proposals document shall take precedence over those in the other parts of the Grant Submission Documents.
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1. CONTEXT

1.1. Introduction

The European Geostationary Navigation Overlay Service (EGNOS) provides an augmentation signal to the Global Positioning System (GPS) Standard Positioning Service (SPS). Presently, EGNOS augments GPS using the L1 (1575.42 MHz) Coarse/Acquisition (C/A) civilian signal function by providing correction data and integrity information for improving positioning and navigation services over Europe.

Currently the system delivers the following services:

- An Open Service (OS), which is free of charge to the user and provides positioning and synchronisation information intended mainly for mass market and general navigation applications in the area covered by the EGNOS system. The EGNOS Open Service was declared on 1st Oct 2009.

- A Safety of Life service (SoL), which is provided free of user charges and is tailored for safety critical applications which have stringent accuracy, integrity, continuity and availability needs. The EGNOS SoL service was declared on 2nd March 2011.

- An EGNOS Data Access Service (EDAS) to promote the development of applications for professional or commercial use by providing data with greater added value than those obtained through the EGNOS Open Service; The EGNOS Data Access Service was declared on 26th July 2012.

The EGNOS System architecture is composed of the following segments:

- Ground Segment which consists of:
  - RIMS (Ranging and Integrity Monitoring Station): reference stations which monitor the GPS and GEO satellites
  - NLES (Navigation Land Earth Station): uplink stations of the Navigation message towards GEO satellites
  - MCC (Mission Control Centre): control centres
  - A communication Network (EWAN)

- Space Segment, which is composed of GEO satellites broadcasting EGNOS Signal In Space (SIS) over the service area.

- Support Segment, which support the EGNOS operations and service provision activities.

The following figure shows the high level system architecture.
The EGNOS system interacts with the User Segment, which consists of the EGNOS receiver and user terminal.

In addition, the EGNOS External Data Server provides the EGNOS products that enable the EGNOS Data Access Service (EDAS).

### 1.2. Background of the call

Under the Delegation Agreement concluded with the Commission on 16/04/2014 the European GNSS Agency (GSA) is entrusted with the management of operational activities relating to the exploitation of the EGNOS Programme, including infrastructure management, maintenance and continuous improvement in accordance with the Programme Management Plan.

In line with article 30 of the GNSS Regulation\(^1\) GSA may have recourse to the necessary technical assistance, in particular to the capacity and expertise of the national agencies competent in the space sector, or the assistance of independent experts and bodies capable of providing impartial analyses and opinions on the progress of the EGNOS programme.

In this framework, and in accordance with EGNOS Grant Plan 2014 published on the GSA website, the GSA is launching a call for proposals for the establishment of a stable and structured partnership between the GSA and the national agencies, institutions, independent experts and bodies from the EU Member States and third countries participating in the GNSS Programme\(^2\) which commit themselves to establish, maintain and implement an EGNOS performance monitoring network. This partnership will be set up through the signature of a Framework Partnership Agreement (FPA) which will cover the full initiative over the 2014-2021 period in order to enable a consistent implementation of the activities set in section 2.

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\(^2\) At the time of publication of this call, Switzerland and Norway are expected to participate in the GNSS programmes. Confirmation of their participation is, however, subject to the satisfactory conclusion of their respective procedures adopting the cooperation agreements.
2. **SCOPE AND OBJECTIVES OF THE CALL**

2.1. **Scope of the call for proposals**

The purpose of this call is twofold:

1. To establish the SPMS Network. To this end the GSA will conclude one 2014-2020 Framework Partnership Agreement (hereinafter 'the FPA') with the legal or natural persons that make up the SPMS Network in order to cover the activities of the SPMS Networks over the 2014-2021 period;

2. To award the first specific grant for the activities of the SPMS Network to be performed over an estimated duration of 2 years.

To this end, applicants will submit:

- a **Strategic Action Plan** for the period 2014 – 2021 (seven years). This document should define the broad strategic approach and explain how the specific objectives and operational requirements set in below will be addressed. It shall include a preliminary estimated budget for the 2014-2021 period;

- a **Work Plan** covering the activities to be supported through the first specific grant (over an estimated duration of 2 years). It should translate the Strategic Action Plan into concrete and detailed activities for the first period of implementation of the FPA. It shall include an estimated budget for the period covered by the first specific grant.

2.2. **Objectives and areas of activities of the call for proposals**

This call for proposals aims at:

- establishing a long term relationship with partners which provide access to a wide range of key expertise in GNSS;
- ensuring broader participation of entities with key expertise in the SPMS network;
- benefiting from the existing capacities at national level, built on the basis of significant past public investments;
- ensuring efficient support for the management of the EGNOS in-service performance;
- ensuring independence of analyses and investigations;
- benefiting from and contributing to the maintaining of a long term key expertise and competences in EGNOS exploitation at the level of Member States and participating third countries.

The technical assistance by the partners should rely on data collection and processing tools which are operationally independent from the EGNOS operational system and EGNOS Service Provider (ESP), although these tools could take benefit of the available EGNOS System internal raw data for comparative analyses.

The data collection and processing tools should provide measurements which are consistent with the up to date configuration of the GPS and SBAS systems, and representative of the SBAS user receiver standards.

The “trouble-shooting” of the EGNOS system under-performances and the related corrections remains the responsibility of the ESP. The GSA does not intend to use the results of the supported activities implemented by the partners to question the contractual terms of the ESP contract (KPIs will not be impacted).
The key expertise to be developed through the support by the GSA under the framework partnership agreement and the specific grants concerns the following areas:

- **SBAS Service and Signal Performance Watch**: the objective is to enable the partners to
  
a. develop comparative evaluations of the different SBAS (addressing all available SBAS: EGNOS, WAAS, SDCM, GAGAN, MSAS, ...) services and GPS-only services in terms of:

  i. signal/message configuration:
   - analysis of compliance of the broadcast SBAS messages to the ICAO SARPs and of the GPS navigation message to its Interface Control Document; and
   - analysis of potential changes in the SBAS or GPS configuration (e.g. modifications in the SVs configuration, mode status, Service Notice, etc.);

  ii. signal and service delivered performance: evaluation of the following performance parameters:
   - SIS Availability from each SBAS satellite and combined SIS availability for all satellites of the SBAS constellation;
   - Local assessments of the accuracy, integrity, availability, continuity, of the different SBAS systems and their services as well as GPS local accuracy at the same locations than the ones where SBAS local performances are evaluated. Analysis to be based on real data from multiple locations inside the coverage area of each SBAS system specifying the receivers’ configuration used for the assessment;
   - Global assessment of the availability and continuity of the different SBAS systems and their services over their coverage area, specifying the simulation means and tools used for the assessment;
   - Timing performance;

  b. submit the deliverables referred to in Section 3.2 below;

- **EGNOS Service Performance Abnormal Events**: the objective is to enable the partners to

  a. Investigate GPS and EGNOS abnormal events (e.g. signal anomalies, service underperformance, etc.);
  
  b. Analyse EGNOS service performance sensitivity to in-service configuration or environment changes (e.g. RIMS network changes, signal interferences);
  
  c. Submit the deliverables referred to in Section 3.2 below;

- **Other EGNOS Programme Activities**: the objective is to enable the partners to contribute to the major EGNOS service provision technical reviews, with:

  a. punctual technical participation in service engineering working groups (put in place by GSA, ESA and the ESP);
  
  b. preparation of RIDS;
  
  c. submission of deliverables referred to in Section 3.2 below.

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3 For EGNOS, through assessment of OS, SoL and EDAS signals and service performance monitoring. For EDAS services, through assessment of service availability and observed delays (for the real-time services).

4 Examples of reporting on signal and service performance parameters monitoring can be found at [http://www.essp-sas.eu/monthly_performance_reports](http://www.essp-sas.eu/monthly_performance_reports)
3. ACTIVITIES TO BE COVERED BY THE FRAMEWORK PARTNERSHIP

3.1. Activities

The Framework Partnership shall cover the following types of activities, which may be eligible for support under specific grants:

1. Monitoring of EGNOS competitors: monitoring GNSS/SBAS infrastructure in order to provide information on other SBASs performance, underperformance and operational conditions;

2. Accessibility of data, accessible from an autonomous grid of stations, to be processed with ad-hoc tool for the monitoring the EGNOS In-Service performance (as described in section 2): the grid of stations will be separate from the EGNOS Network;

3. Ad hoc investigation and return of experience: investigation of the decomposition between the performance’ contributors (infrastructure, signal, propagation, receivers) in order to derive lessons learnt for future optimization of EGNOS signals and messages as well as for SBAS standards elaboration;

4. For the SPMS Coordinator5: Coordination of SPMS activities:
   a. Interface with the GSA for all matters related to the grant activities, the submission and publication of the deliverables, etc.;
   b. Administrative and technical supervision of the fulfillment by the partners of their respective roles and responsibilities;

5. Actions aiming at improving the knowledge and competences of stakeholders as well as cooperation mechanisms, exchanges of good practices.

6. Financial support to third parties.

3.2. Outputs expected from the implementation of activities

The following deliverables are expected to be submitted by the partners during the implementation of the specific grant agreements:

1. Periodic (monthly) reports on the carried out analyses and comparative evaluations carried out for SBAS Service and Signal Performance Watch;

2. Reports on the results of the analyses and recommendations for the EGNOS Service Performance Abnormal Events Investigation;

3. Review of reports (analyses of service performance reports, provision of measurement or test analyses results, contributions to SBAS compatibility and interoperability analyses, etc.) for the other EGNOS Programme activities;

4. Annual progress reports summarising the work implemented during the year for the areas specified in Section 2 and containing as a minimum the main results and achievements in the different areas, a risks/mitigations register and recommendations for tasks to be implemented during next years.

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5 The entity appointed by the other applicants as responsible for submitting the proposal under this Call on their behalf is to be considered SPMS Coordinator under the Framework Partnership Agreement and Specific Grant Agreements. The SPMS Coordinator is the partner responsible for the overall planning of the work of the SPMS partners and for managing the Framework Partnership and specific Grants.
4. **ELIGIBLE ACTIVITIES FOR THE FIRST SPECIFIC GRANT TO BE AWARDED UNDER THIS CALL**

The Work Plan (form B2) for the award of the first specific grant shall encompass the implementation of all areas of the activities listed in section 2.2 above. In addition it shall address the following specific elements:

(1) **The establishment of the SPMS network.** The first activity shall be to create a network of committed experts in the field of GNSS, who have the ambition to drive, stimulate and coordinate the monitoring of EGNOS performance. The purpose of the network is to facilitate progress and increase coordination of the efforts made by Member States. To this aim, the network will rely upon individuals with a high level of specific knowledge and expertise in EGNOS performance monitoring and these individuals shall be backed and supported by relevant organisations in the field and/or by national authorities. Any proposed modification of the SPMS network shall be submitted to the GSA for approval; the suitability of proposed new members of the network will be determined based on their previous work and practice in the field of EGNOS performance monitoring.

(2) **EGNOS GEOs and SDCM Service and Signal Performance Watch** for the SES-ASTRA satellites hosting new SBAS transponders to be used by EGNOS and for satellite Luch-5B PRN125 (launched on the 02/11/12 and positioned at 16W, i.e. 0.5° away from the Inmarsat3F2 EGNOS GEO satellite PRN120), through reporting on any change in its operational conditions (i.e. conditions on the SIS in terms of Doppler and power and on the orbit when Luch-5B drifts eastwards) that may impact on EGNOS Service Provision. In particular:

- SES-ASTRA satellites SIS monitoring: compliance to SARPS requirements;
- SDCM SIS monitoring: monitoring of the SDCM SIS availability from Luch-5B and description of its characteristics (signal power, Doppler, pseudo-range, etc.) and potential changes in configuration;
- SDCM orbit monitoring: monitoring and detection of any modification of the Luch-5B orbit (particularly when Luch-5B drifts or performs manoeuvres too close to Inmarsat3F2 EGNOS GEO satellite PRN120);

(3) **Investigation related to EGNOS service underperformances** due to high solar activity, in particular, but not limited to, the situation experienced in early 2014

(4) **EGNOS-WAAS comparative performance assessment** related in particular to LPV-200 mission requirements and related accuracy/availability long term statistical evaluation;

(5) **Maritime-specific performance monitoring** related to the assessment of relevant Key Performance Indicators for the Maritime users community based on the EGNOS SIS real data;

(6) **EDAS and EGNOS RIMS site environment performance monitoring** related to the assessment of site environment quality based on RIMS raw data provided through the EDAS service.

5. **TIMETABLE**

Maximum duration of the Framework Partnership: **2014-2021**

Scheduled start-up date for the action under the first specific grant agreement: from the date of signature of the first specific grant agreement, unless the applicants can demonstrate the need to start the action before the agreement is signed. In such case, the start date of the action may be before the agreement is signed but in no circumstances before the date of submission of the grant application. The costs may be eligible as from the start date of the action.

Indicative duration of action under the first specific grant agreement: two years. Proposals for actions of a shorter or longer duration are acceptable.
Incative timetable of the award procedure and signature of the agreements:

<table>
<thead>
<tr>
<th>Stages</th>
<th>Date and time or indicative period</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Publication of the call</td>
<td>4 August 2014</td>
</tr>
<tr>
<td>b) Deadline for submitting applications</td>
<td>6 October 2014 – at 16:00 Prague time</td>
</tr>
<tr>
<td>c) Evaluation period</td>
<td>October – November 2014</td>
</tr>
<tr>
<td>d) Information to applicants on the outcome of the evaluation</td>
<td>November 2014</td>
</tr>
<tr>
<td>e) Signature of Framework Partnership Agreement</td>
<td>November – December 2014</td>
</tr>
<tr>
<td>f) Signature of Specific Grant Agreement</td>
<td>November – December 2014</td>
</tr>
</tbody>
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**6. GSA FINANCING**

Indicative maximum budget allocated for the framework partnership\(^{6}\): EUR 4.000.000

Number of framework partnerships to be awarded: 1

Estimated budget allocated to the first specific grant: EUR 500.000

Maximum EU financing rate of eligible costs for the first specific grant: 70%

Proposals with a GSA co-financing beyond any of the above two maxima will not be eligible.

This call does not guarantee the availability of funds for the above action. 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.

**6.1. General principles of GSA financing**

Non-cumulative award

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

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

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

Non-retroactivity

No grant may be awarded retrospectively 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 (see Section 5).

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\(^{6}\) However, the available amount for the specific grants may only be known annually, after adoption of the EGNOS annual grants plan.
Co-financing
Grants shall involve co-financing, which implies that the resources necessary to carry out the action or the work programme 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 or of the work programme may take the form of:
- the partner’s own resources,
- income generated by the action,
- financial contributions from third parties.

In-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the partners, shall not be included in the proposal and shall not be taken into account for the co-financing of eligible costs. The corresponding costs are not eligible.

The applicants have to supply evidence of the co-financing provided. It can be provided either by way of own resources or in the form of financial transfers from third parties.

Non-profit rule
EU grant may not have the purpose or effect of producing a profit within the framework of the action.
Where a profit is made, the GSA is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. For this purpose, profit shall be defined as a surplus of the receipts over the eligible costs incurred, when the request for payment of the balance is made.

Balanced budget
The estimated budget of the Strategic Action Plan and the estimated budget of the first Work plan are to be attached to the application form. They must have revenue and expenditure in balance.

The budget must be drawn up in euros. Applicants that foresee that costs will not be incurred in euros are invited to use the exchange rate published in the Official Journal of the European Union and referring to the month of the application submission.

This information is available on the Infor-euro website

Financial support to third parties
The applications may envisage provision of financial support to third parties. In such case the applications must include in the form B1:
- an exhaustive list of the types of activities for which a third party may receive financial support out of the following list:
  - conferences, seminars;
  - training activities;
  - actions aiming at supporting and improving SPMS network;
  - exchanges of information and data;
  - studies, analyses;
  - research activities;
- the definition of the persons or categories of persons which may receive financial support,

7 Art. 137 FR, 210 RAP.
- the criteria for awarding financial support,
- the maximum amount to be granted to each third party and the criteria for determining it.

The amount of financial support per third party must not exceed Euro 60 000.

6.2. Eligible cost for the specific grants

In order to be eligible for funding, costs shall be actually incurred by the partners and meet the following criteria:

- they are incurred during the duration of the action, as indicated in the specific grant agreement, with the exception of costs relating to the request for payment of the balance;
- 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 specific grant agreement;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the partner and determined according to the applicable accounting standards of the country where the partner is established and according to the usual cost accounting practices of the partner;
- 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 partner’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.

The costs incurred by entities affiliated to a partner may be eligible, provided that:

- the entities concerned are identified in the grant agreement. For that purpose, they and the activities they are involved in must be specified in the application form;
- the entities concerned abide by the rules applicable to the beneficiary under the grant agreement with regard to eligibility of costs and rights of checks and audits by the GSA, the Commission, OLAF and the Court of Auditors.

Please note that the exact scope of the eligibility of costs is defined by the framework partnership agreement, which will be signed with the successful applicants.

Affiliated entities can be:

(a) several legal entities forming together one legal entity or ‘sole beneficiary’ which may, or may not, have been specifically established for carrying out the action (e.g. groupings, joint ventures).
(b) legal entities having a legal or capital link with a beneficiary or co-beneficiary, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. networks, federations, trade-unions).
6.2.1. Eligible direct costs

Direct costs of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They shall not include any eligible indirect costs.

The following categories of costs can be considered as eligible direct costs:

- **the costs of personnel** working under an employment contract with the partner 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 partner's 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;

- The costs of natural persons working under a contract with the partner other than an employment contract (in-house consultants) may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:
  - the natural person works under the instructions of the partner and, unless otherwise agreed with the partner, in the premises of the partner;
  - the result of the work belongs to the partner; and
  - the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the partner;

- **subsistence allowances** (for meetings, including kick-off meetings where applicable, conferences, etc) provided that these costs are in line with the beneficiary's usual practices,

- **costs of travel** and related subsistence allowances, provided that these costs are in line with the partner's usual practices on travel;

- **the depreciation costs of equipment or other assets** (new or second-hand) as recorded in the accounting statements of the partner, 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 the usual accounting practices of the partner; The costs of rental or lease of equipment or other assets are eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

- **when using technical facilities or laboratories**, only the portion of the equipment's depreciation, rental or lease costs corresponding to the period of the duration of the action and the rate of actual use for the purposes of the action may be taken into account.

- **costs of consumables and supplies**, provided that they are purchased in accordance with the conditions applicable to implementation contracts;

- **costs arising directly from requirements imposed by the grant agreement** (dissemination of information, specific evaluation of the action, translations, reproduction), provided that the
corresponding services are purchased in accordance with the conditions applicable to implementation contracts;

- **costs relating to a pre-financing guarantee lodged by the beneficiary of the grant**, where required;
- **costs relating to external audits** where required in support of the requests for payments; **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;
- **costs of financial support to third parties** provided that the conditions laid down in the grant agreement are met;
- **duties, taxes and charges** paid by the partner, provided that they are included in eligible direct costs, and unless specified otherwise in the Agreement. In particular, non-deductible VAT is eligible, except for the activities which the partners that are public bodies engage in as public authorities (prerogatives of public powers under national law).

### 6.2.2. Eligible indirect costs

Indirect costs or overheads can include costs connected with infrastructures and the general operation of the organisation such as hiring or depreciation of buildings and plant, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, etc.

A flat-rate amount of 7% of the total eligible direct costs of the action is eligible under indirect costs, representing the partner'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 partners that receive an operating grant from the Commission.

### 6.2.3. Non-eligible costs

In addition to any other costs which do not fulfill the conditions set out in Section 6.2 above, the following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the GSA charged by the bank of a partner;
- costs declared by the partner in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by the Commission or other Union bodies than the GSA for the purpose of implementing the Union budget).

In particular, indirect costs shall not be eligible under a grant for an action awarded to a partner which already receives an operating grant financed from the Union budget during the period in question;

- contributions in kind from third parties;
- excessive or reckless expenditure;
6.3. Implementation contracts: Subcontracting under specific grant agreements

Where the implementation of the action requires the use of contracts (implementation contracts for the purchase of services and supplies), the partner must ensure that the contract is awarded to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

Entities acting in their capacity of contracting authorities shall abide by the applicable national public procurement rules, in the meaning of Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts or contracting entities in the meaning of Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

**Sub-contracting for the purpose of the action**

Sub-contracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action as described in the proposal. Such contracts must satisfy the conditions applicable to any implementation contract and, in addition, the following conditions:

- Subcontracting may only cover the implementation of a limited part of the action;
- It must be justified having regard to the nature of the action and what is necessary for its implementation;
- The proposal should clearly identify the subcontracted activities.

Subcontracting does not in any way limit the responsibility of partners for the implementation of the action. Please note that the partners should have the necessary capacity to perform the project. Only tasks that are not core activities can be sub-contracted to consultants or other third parties.

It is not necessary to have already selected subcontractors at the time the proposal is submitted. However, cost of contractors not selected in accordance with the rules referred to in the first two paragraphs of this Section will not be eligible.

6.4. Final amount of the specific grants and payments arrangements

The draft framework partnership agreement annexed to this call for proposals specifies the calculation of the final grant and the payment arrangements.

Your attention is in particular drawn to the General Conditions of the draft framework partnership agreement, where the eligibility conditions of costs are described.

The grant may not have the purpose or effect of producing a profit within the framework of the action. For this purpose, profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, 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 beneficiary.

6.5. General rules for the estimated budget

The estimated budget of the 7 years partnership action and the one related to the first 2 years work programme have to be attached to the application form following the models provided respectively in Annexes B3-B4 and B5.

The estimated budget must cover all eligible costs of the project:

- show all the costs and revenue that the applicants considers necessary to carry out the project.
- give an indication on the different types of human resources and their related costs (technical, administrative, etc.);
be sufficiently detailed to allow identification, monitoring and control of the operation(s) proposed;

be in balance, i.e. total revenue and total expenditure must be equal

The description of all items must be sufficiently detailed and all items broken down into their main components. The number of units and unit rate must be specified for each component on the basis of the indications provided.

The GSA reserves the right not to consider unexplained costs items in the amount granted.

The total amount must be expressed in Euro with maximum two decimals.

Applicant organisations in countries where the Euro is not the national currency are asked to use the official EU exchange rates that can be found on the following website:

During the execution of the grant agreement, costs which have been incurred in other currencies than the Euro shall be converted according to the provisions of the grant agreement.

For selected 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 payment

7. ELIGIBILITY CRITERIA APPLICABLE TO THIS CALL

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

7.1. Eligible applicants

To be eligible, applications must comply with the following conditions:

- They are submitted by:
  
  (i) legal persons (with legal personality) that are national agencies, research institutes, universities or any other similar organisations or bodies active in the space sector which can demonstrate their independence of judgement from the industry involved with EGNOS and the absence of conflict of interest in providing impartial performance monitoring services to the GSA. These legal persons shall be established in an EU Member State or another third country participating to the activities of the European GNSS Programmes\(^9\) (Article 30 of the GNSS Regulation).

  (ii) natural persons that are experts in the space sector and which can demonstrate their independence of judgement from the industry involved with EGNOS and the absence of conflict of interest in providing impartial performance monitoring services to the GSA. These persons shall be nationals of an EU Member State or another third country participating to the activities of the European GNSS Programmes \(^10\) (Article 30 of the GNSS Regulation).

They are submitted by a consortium of at least three persons referred to in point (i) or (ii) established in or national of three different Member States or participating third countries. The different legal and natural persons involved in the same proposal (applicant consortium) must submit a joint proposal. For that purpose, they should choose within their midst a lead organisation, referred to as the coordinator (see footnote 5). All applicants in the same consortium shall agree upon appropriate arrangements between

\(^9\) At the time of publication of this call, Switzerland and Norway are expected to participate in the GNSS programmes. Confirmation of their participation is, however, subject to the satisfactory conclusion of their respective procedures adopting the cooperation agreements.

\(^10\) At the time of publication of this call, Switzerland and Norway are expected to participate in the GNSS programmes. Confirmation of their participation is, however, subject to the satisfactory conclusion of their respective procedures adopting the cooperation agreements.
themselves for the proper performance of the action. In particular, they shall accept joint and several financial responsibility of the debt of a defaulting partner up to the value of the contribution that the partner held liable is entitled to receive, as stipulated in the General Conditions of the draft framework partnership agreement.

The final framework partnership agreement shall be signed by each applicant in the successful consortium. Alternatively it shall be signed by the appointed co-ordinator, provided that a mandate has been provided to it by the other applicants.

The coordinator and other applicants must satisfy the same eligibility criteria.

Legal entities having a legal or capital link with applicants, 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 (see Section 6.2). For that purpose, applicants shall identify such affiliated entities in the application form. The affiliated entities will have to comply with the same eligibility and non-exclusion criteria as those applying to the applicants.

Supporting documents proving compliance with the eligibility criteria

The applicants and any affiliated entities shall provide the following supporting documents to establish their eligibility:

− **private legal persons**: extract from the official journal, copy of articles of association, extract of trade or association register or 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 persons**: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;

− **natural persons**: photocopy of identity card and/or passport.

Applicants shall also provide a Declaration on their Honour specifying how they can guarantee their independence of judgement from the industry involved with EGNOS and the absence of conflict of interest in providing impartial performance monitoring services to the GSA.

**Consortium:** in addition to the supporting documents referring to the legal status of each applicant, applicants applying jointly must submit letters confirming their participation to the project and their role in the consortium (coordinator or partner).

7.2. **Admissible applicants**

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

− Applications must be sent no later than the deadline for submitting applications referred to in section 12.

− Applications must be submitted in writing, using the submission set,

− Applications must be drafted in one of the EU official Languages with a preference to English. If your proposal is not in English, a translation of the full proposal or of an extract would be of assistance to the evaluators (see Guide for Applicants).

− Applications must respect the maximum rate for EU co-financing.

− Applications must respect the maximum amount for EU co-financing.

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.
8. EXCLUSION CRITERIA

8.1. Exclusion criteria
Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

− they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

− they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

− they have been guilty of grave professional misconduct proven by any means which the GSA can justify, including by decisions of the European Investment Bank and international organisations;

− they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the GSA or those of the country where the action is to be performed;

− they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union’s financial interests;

− they are subject to an administrative penalty.

The same exclusion criteria apply to affiliated entities.

8.2. Exclusion from award
Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

− are subject to a conflict of interest\textsuperscript{11};

− are guilty of misrepresentation in supplying the information required by the GSA as a condition of participation in the grant award procedure or fail to supply this information;

− find themselves in one of the situations of exclusion, referred to in Section 8.1.

The same exclusion criteria apply to affiliated entities.

8.3. Supporting documents proving compliance with the non-exclusion criteria
Applicants and any affiliated entities must sign a declaration on their honour certifying that they are not in one of the situations referred to above by filling in the “Exclusion Criteria Form”. Please note that the GSA may require further evidence for grants with a value exceeding €60 000, as indicated in article 143 Rules of Application. Administrative and financial penalties may be imposed on applicants that are guilty of misrepresentation.

\textsuperscript{11} Any situation where the impartial and objective implementation of the Framework agreement or the Specific agreements is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (Ref. Article II.4-Framework Partnership Agreement)
9. SELECTION CRITERIA

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 being carried out. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application (thresholds applying by applicants):

a) Low value grants (≤ EUR 60 000):
   - a declaration on their honour.

b) Grants ≥ EUR 60 000:
   - a declaration on their honour and,
   - the table provided for in the application form (Annex B6), filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form. For newly created entities, the business plan might replace the above documents.

On the basis of the documents submitted, if GSA considers that financial capacity is not satisfactory, it may:
- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee;
- reject the application.

The verification of the financial capacity shall not apply to public bodies or international organisations.

9.2. Operational capacity
Applicants must show they have the operational (technical and management) capacity to complete the activities foreseen under the framework partnership and must demonstrate their capacity to manage scale activity corresponding to the size of the specific actions to be supported. In particular:
- The team responsible for the activities must have an eminent technical competence on GNSS technology and a high degree of specialisation,
- Applicants must prove a consolidated experience of at least five years in the GNSS sector with particular focus on the SBAS systems;
- Applicants must prove that they are able to monitor service performance independently from the EGNOS Service Provider and from the industry involved with EGNOS (i.e. independent technical equipment, tools and facilities);
- Applicants must prove that they have at their disposal technical infrastructures (data collection network separated from EGNOS network, data processing capacities, service performance analyses tools) necessary to monitor performance of the SBAS service and to perform detailed investigations on EGNOS service anomalies using tools and simulators representative of the real EGNOS system.

In this respect, applicants have to submit Form B7 specifying:

- description of the profile of the people primarily responsible for managing and implementing the activities (relevant CV in attachment);
- a list of previous projects and activities performed and connected to the EU space policy;
a description of the technical equipment, tools or facilities at the disposal of the applicant.

In the case of affiliated entities forming together a sole applicant, the above requirements apply to each affiliate entity. Applicants shall already have committed themselves to being part of the project when the application to this call is submitted, either as they are working in one of the applying organisations or (if they do not belong to those organisations) via a previous letter of intent that will be attached to the proposal.

10. AWARD CRITERIA

When assessing the below award criteria, the evaluation committee generally pays attention to the elements indicated below for each criterion. Please note that these elements, which are indicative and non-exhaustive, are given on the basis of transparency and in order to help applicants to improve their applications.

<table>
<thead>
<tr>
<th>Award Criteria And Key Elements Likely To Be Assessed By The Evaluation Committee</th>
<th>Max. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Relevance, completeness and credibility of the proposed approach</td>
<td>40</td>
</tr>
<tr>
<td>How relevant is the proposal to the objectives of the published call? Are all objectives completely addressed?</td>
<td></td>
</tr>
<tr>
<td>Quality of the applicant consortium (typology and complementarity of the members of the consortium)</td>
<td></td>
</tr>
<tr>
<td>Level of expertise of proposed members of the SPMS network</td>
<td></td>
</tr>
<tr>
<td>Overall quality of the proposal in terms of proposed background tools and infrastructure, including extent of the monitoring capability beyond European systems</td>
<td></td>
</tr>
<tr>
<td>How clear and feasible is the Strategic Action Plan?</td>
<td></td>
</tr>
<tr>
<td>2. Coherence and effectiveness of the proposed activities</td>
<td>30</td>
</tr>
<tr>
<td>How coherent are the proposed strategic plan and work plan?</td>
<td></td>
</tr>
<tr>
<td>How coherent, appropriate and practical are the activities proposed in the Work Plan for the first specific grant?</td>
<td></td>
</tr>
<tr>
<td>To what extent has the project been well prepared, is supported by existing technical capacities and is ready to start?</td>
<td></td>
</tr>
<tr>
<td>To what extent does the proposal contain specific elements of added value for the EGNOS Exploitation programme?</td>
<td></td>
</tr>
<tr>
<td>...</td>
<td></td>
</tr>
<tr>
<td>3. Cost-effectiveness</td>
<td>30</td>
</tr>
<tr>
<td>To what extent is the budget clear and detailed? Does the breakdown of the budget, category by category, offer a way of ensuring cost-efficient implementation of the foreseen activities?</td>
<td></td>
</tr>
<tr>
<td>Do the probable results stand in a reasonable relationship to the amount of the EU contribution?</td>
<td></td>
</tr>
</tbody>
</table>
If a total score lower than 50 points or a score lower than 50% for any of the above three criteria is obtained, the proposal will not be evaluated further and will be rejected.

11. PREPARATION OF PROPOSALS

11.1. Structure of the Proposal

Documents are to be filled in by each partner signed and submitted in paper.

The submission set comprises the following 6 A-forms and 8 B-forms:

A1 – Proposal Overview
A2 – Proposal Summary
A3 – Proposal summary for first Specific Grant
A4 – Lead organisation profile (+Legal Entity Form (LEF) + Financial Identification Form)
A5 – Partner profile (+ LEF)
A6 – Additional Funding
B1 - Description of the strategic action plan
B2 - Description of the work plan
B3-B4 Preliminary Budget
B5 – Estimated budget of first specific grant
B6 – Financial capacity ratios (form B6 shall not apply to public bodies and international organisations)
B7 – Operational capacity
B8 – Declaration of honour

The description of the strategic action plan of the Framework Partnership Agreement (form B1) and of the work plan of the first specific grant (form B2) forms the core of your proposal. It is submitted by way of a template, consisting of a list of headings. Follow this structure when presenting the technical content. The template is designed to highlight those aspects that will be assessed against the evaluation criteria. It covers, 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.

11.2. Structure of the consortium

The call for proposal sets out the possibilities and requirements in terms of the number of potential partners of the grant covered by this call. Please note that only entities which comply with the provisions set out in section 7 of the call for proposals are eligible to participate in this call. Applicants will have to choose a lead applicant from their midst, who will take the role as coordinator. The group of applicants submitting the joint proposal is referred to as a consortium. The coordinator will submit the application on behalf of all applicants.

- Lead applicant (coordinator)

The lead organisation is the coordinator of a consortium established between several applicants (consortium partners), submitting a joint proposal. The lead applicant will be the intermediary for all communication between the co-partners and the GSA and responsible for supplying all documents and information to the GSA.

- Co-Applicants (consortium partners)
Applicants act in a consortium, submitting a joint proposal. Each co-applicant (consortium partner) will be considered as co-partner if the proposal is successful.

The partners of a consortium shall agree upon appropriate arrangements between themselves for the proper performance of the specific actions. They shall in particular agree on joint and several responsibility for any amount due to the GSA by anyone of them.

The framework partnership agreement shall be signed by each applicant in the successful consortium. Alternatively it shall be signed by the appointed co-ordinator, provided that a mandate has been provided to it by the other applicants. This mandate has to be submitted before the signature of the framework partnership agreement.

If a specific grant is awarded, consortium partners forward to the lead organisation the data needed to draw up the reports, the financial statements and other documentation required by the grant agreement. They shall immediately inform the lead organisation of any event liable to substantially affect or delay the implementation of the action, who will communicate with the GSA.

- **Affiliated entities**

  The applicant entity will have to indicate its participating affiliated entities in the proposal. The affiliated entities will each have to comply with eligibility and non-exclusion criteria.

- **Subcontractors**

  Sub-contracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or work programme. Only a limited part of the project may be subcontracted. The partners remain solely responsible for the implementation of the action.

  Sub-contractors are not partners to the grant, nor affiliated entities. The costs of subcontracting can be eligible under the conditions indicated in the FPA. The proposal should clearly specify the activities that will be subcontracted and the contract should be awarded in accordance with the conditions set in the FPA.

  **11.3. Evidence of legal status and financial identification form**

  A **Legal Entity Form (LEF)** and evidence of the applicant's legal status has to be provided at the stage of submission.

  A specific form for each Member State is available at the following internet page:
  

  For public entities, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:

  - a copy of the resolution, law, decree or decision establishing the entity in question. As an alternative, any other official document attesting to the establishment of the entity by the national authorities may be submitted.
  - an official VAT document, where applicable.

  For private entities, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:
− a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to at ii) below
− a copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities.

For individuals, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:

− a legible photocopy of the identity card or passport
− an official VAT document if applicable.

The Financial Identification Form must be duly filled in by the lead applicant (coordinator) only, who will be receiving payments on behalf of the consortium of partners. The lead applicant (coordinator) will be responsible for distributing payments to the co-partners.

The form can be downloaded from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

It must be duly filled in and signed, and if applicable be accompanied by the relevant bank statement.

11.4. Budget (see Annexes B4 and B5)

• Personnel costs

All the salaries and costs entering in the remuneration (group insurances, advantage in kind ...) shall be taken into account. The social security charges must also be taken into account.

The Working time is the time actually worked (excluding holidays, bank holidays, weekends and illness). If it is necessary for carrying out the project, time spent on internal meetings, studying general information, training, etc. can also be deducted from the working time. If this is done, time spent on these activities may under no circumstances be charged to the project nor may it be included in the calculation of overheads. Furthermore, the time deducted for this purpose needs to be justified with reliable statistics or time recording.

An example of the calculation of working time:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total days in a year</td>
<td>365</td>
</tr>
<tr>
<td>Weekends</td>
<td>-104</td>
</tr>
<tr>
<td>Annual holidays</td>
<td>-21</td>
</tr>
<tr>
<td>Statutory holidays</td>
<td>-15</td>
</tr>
<tr>
<td>Illness/Others</td>
<td>-05</td>
</tr>
<tr>
<td><strong>Working days in a year</strong></td>
<td><strong>220</strong></td>
</tr>
</tbody>
</table>

The amount per day will be calculated by dividing the yearly salary by the working days. The yearly salary can be estimated by using total individual annual staff costs for the last financial year and by applying an estimated salary increase for the period under which the project will be implemented, if necessary.

The total personnel costs will result from multiplying the daily/hourly amount rate for the days/hours of work.
**Important:**
Activities that cannot be deducted for the calculation of the working time and that cannot be charged to the project are: Sales and marketing; Preparation of proposals; Administrative time (often means “unsold” time).

In principle, staff working full-time will be considered for verification purposes to be working 220 days per year, half-time staff 110 days per year. Any substantial deviation from this indicative working time needs to be justified and explained in the proposal, on basis of accounting evidence or a time recording system.

- **Travel and Subsistence Costs**

Only the costs for the staff’s travel and subsistence allowances should 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 form – Other expenditure.

Reimbursement of travel costs can be requested for meetings, European conferences, etc. provided that they are in line with the usual practices of the partner. Alternatively, they should not exceed the scales approved annually by the Commission. These Commission rates can be consulted on this address: http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems

The costs reported should comply with the following:

- travel by the most direct and most economic route;
- distance of at least 100 km between the place of the meeting and the normal place of work;
- 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 missions, 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.

Partners who want to declare travel costs as eligible costs of the project will have to provide the following information for each travel (of at least 100 km between the place of the mission and the normal place of work):

- 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: 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 documents supporting the above costs 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.
• **Depreciation Costs**

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.

• **Other Costs**

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 purchase of consumables and supplies. They do not cover contract that imply any externalisation of activities included in the action described in the proposal, which should be included 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 Union funding. More general office supplies, stamps or other stationary is comprised in 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.

• **Subcontracting Costs**

Subcontracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or workprogramme as described in the proposal.

Such contracts may only cover the implementation of a limited part of the action. Please verify the call for proposals what limitations have been indicated. Recourse to the award of contracts must be justified having regard to the nature of the action and what is necessary for its implementation.

The tasks concerned must be set out in the description of the action and the estimated costs of subcontracting must be clearly identifiable in the estimated budget.

The partners must award the contract to the bid offering the best value for money or the lowest price (as appropriate), and avoid in conflicts of interest. Public entities should abide by national public procurement rules.

Please note that subcontracting, which is not covered in the proposal, requires the approval of the GSA. Any modifications on an ad hoc basis while the action is under way must be presented for ex-ante approval.

• **Third Parties Costs**

Third Parties have a legal link with the beneficiaries-partners not limited to the action and not based on a contract for the purchase of goods, works or services or the implementation of specific action tasks. The eligible costs are only the costs of the linked third party, no profit is allowed (neither for the linked third party nor for the beneficiary).
12. SUBMISSION OF PROPOSALS

Please note that electronic submission is not allowed for this call.

The proposal may be submitted in any of the official languages of the European Union but an English version would be appreciated. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of the abstract may be included in Part B of the proposal.

The proposal shall be submitted by letter:

a) either by post or by courier not later than 06/10/2014, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.

b) or delivered by hand not later than 06/10/2014 [16:00 Prague local time] to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the GSA official who took delivery.

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

Proposals must be placed inside a sealed envelope. The envelope, addressed as indicated below, should be marked as follows: "CALL FOR PROPOSALS – NOT TO BE OPENED". If self-adhesive envelope is used, it must be sealed with adhesive tape and the sender must sign across this tape.

CALL FOR PROPOSALS
EGNOS Service Performance Monitoring Support ("SPMS")
GSA – EGNOS Exploitation Department
Janovského 438/2
170 00 Prague 7- Czech Republic

13. EVALUATION AND AWARD OF PROPOSALS

13.1. 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. In addition, the GSA reserves the right to use any other information from public or specialist sources. The information will be assessed in light of the 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 document submitted in connection with the application, in particular in the case of evident material errors.

At the end of the evaluation, proposals will be:

Proposed for award, in order of ranking, based on the score obtained after evaluation, and indicating the proposed amount to be awarded,

Rejected, stating the reasons for rejection.

After the completion of the evaluation, applicants will be informed in writing about the results of the evaluation.
13.2. Award of the Framework Partnership Agreement and first specific grant

The GSA may decide to request applicants, whose proposals have been recommended for award by the evaluation committee, to make certain limited adaptations to their proposal. In that case, applicants will receive a letter setting out the requested modifications which must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposals. However, a proposal might be rejected if the applicant refuses to ensure a positive follow-up to the request.

On the basis of a recommendation to award of the evaluation committee, a positive outcome of the suggested modifications to the proposal and a verification of additional documentation requested, the grant is awarded and the agreement signed.

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

- the application was submitted after the closing date;
- the application is incomplete or otherwise non-compliant with the stated administrative conditions or in any other way does not comply with the eligibility criteria as set out the call for proposals;
- the applicant or one or more participants are ineligible;
- the technical capacity is considered insufficient;
- the financial capacity is considered insufficient;
- 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.

The GSA’s decision to reject an application is final.

13.3. Award of specific grants

The following specific grants are intended to be awarded on the yearly or biannually basis following an invitation to submit a proposal issued by the GSA.

14. CONTACTS

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

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.
- Any requests for additional information must be made in writing only to the coordinates 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 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 those proposals, which have been listed for award, could be improved by limited adaptations. In such case, these applicants will receive a formal letter setting out the proposed modifications.

Contact coordinates for the call:
15. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposals will be processed solely for that purpose by the Executive Director of the GSA.

Details concerning the processing of personal data are available on the privacy statement at:


Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the applicant or partner be in one of the situations mentioned in:

  (for more information see the Privacy Statement on:
  http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),
  or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

16. PUBLICITY

Partners must clearly acknowledge the European Union’s contribution in all publications or in conjunction with activities for which the specific grants are used.

In this respect, partners are required to give prominence to the name and emblem of the European Union and of GSA on all their publications, posters, programmes and other products realised under the framework partnership.

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

All information relating to specific grants awarded in the course of a financial year shall be published on an internet site of the GSA no later than 30 June of the year following the financial year in which the specific grants were awarded.

The GSA will publish the following information:

- name of the partner;
- address of the partner (legal persons) or reference to the region (natural persons);
- subject of the specific grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the partner, 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 partner.