



European
Global Navigation
Satellite Systems
Agency

CALL FOR PROPOSAL

Number: GSA/EEX.0030/2015

Title: EGNOS adoption in aviation

The present call for proposals is composed of a set of Submission Documents, which form an integral part of this call.

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INTERESTED PARTIES ARE INVITED TO READ CAREFULLY THE BELOW INSTRUCTIONS IN ORDER TO ENSURE THAT APPLICATIONS ARE COMPLETE AND COMPLIANT WITH THE INSTRUCTIONS WHEN SUBMITTED.

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; EGNOS Data Access Service was declared operational on 26th July 2012.

Operational implementation of EGNOS in aviation is a strategic goal to ensure the success of the programme. In this context, the objective of this activity is to foster EGNOS adoption in the European civil aviation, enabling on the one hand, users to equip and to use their aircraft/rotorcraft fleet with GPS/EGNOS enabled avionics and, on the other hand, Air Navigation Service Providers and aerodromes/heliports to implement EGNOS based operations in Europe.

1.2. Background of the call

This call is based on the Delegation Agreement concluded between the GSA and the Commission on 16/04/2014. Under it the European GNSS Agency (GSA) is entrusted with the management of operational activities relating to the exploitation of the EGNOS Programme.

In this framework, and in accordance with GSA Work programme 2015 (<http://www.gsa.europa.eu/legal-and-financial-information#Work%20Programmes>) and the EGNOS Grants Plan for 2015 published on the GSA website (respectively on : <http://www.gsa.europa.eu/gsa/grants>), the GSA is launching a call for proposals to increase EGNOS adoption in civil aviation.

2. OBJECTIVES AND SCOPE OF THE CALL

2.1. Objective of the call for proposals

The objective of this call is to award a number of grants to foster EGNOS operational implementation for regional aviation, commercial aviation, business (corporate) aviation, general aviation (training, emergency services) and rotorcraft with a final aim to maximise public benefits, increase and foster a network effect

on current and future development of EGNOS enabled operations. The number of the grants to be finally awarded shall be subject to the quality of proposals received and to budget availability.

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

In order to reach the objectives of this call, beneficiaries are expected to conduct activities in the following areas:

1. Fostering the design, development and operational implementation of EGNOS based operations, including approach procedures at different European aerodromes and EGNOS based routes including LPV 200;
2. Developing and installing of GPS/EGNOS enabled avionics and granting of airworthiness certification for RNP APCH procedures down to LPV minima and Point In Space (PinS);
3. Achieving the approval of Air Operator Certificates for LPV operations of aircraft already equipped with SBAS capabilities;
4. Developing of enablers to accelerate EGNOS adoption and preparation for future capabilities use of EGNOS for navigation, surveillance and communication.

To this end, applicants shall submit:

- a **Technical Proposal** covering the activities to be supported through the grant, allocation of resources and estimated budget. This document should define the scope of the work, the proposed approach and explain how the specific objectives and operational requirements set in this Call for proposal will be addressed;
- a set of **technical forms** describing the scope of the proposed activities.

3. TIMETABLE

Scheduled start-up date for the action under the grant agreements: from the date of signature of the grant agreement, unless the applicants can demonstrate the need to start the action before the agreement is signed.

Indicative maximum duration of action for the grant agreement: **three years**

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

	Stages	Date and time or indicative period
a)	Publication of the call	22 June 2015
b)	Request for clarifications	<u>30</u> September 2015
c)	Publication of the clarifications	<u>02 October</u> 2015
d)	Deadline for submitting applications	<u>10 October</u> 2015 – at 23:59 Prague time
e)	Evaluation period	October-November 2015
f)	Information to applicants on the outcome of the evalua-	December 2015

	tion	
g)	Signature of the Grant Agreement	December 2015-January 2016

4. EU FINANCING

Indicative maximum budget allocated to this call: EUR 6.000.000

Indicative number of projects: 9

Indicative maximum value of a grant allocated to the successful beneficiary: EUR 700.000

Maximum EU financing rate of eligible total costs: *up to 60 %*

GSA reserves the right to award a grant of less than the amount requested by the applicant. In such a case, the applicant will be asked either to increase his 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.

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

5. ADMISSIBILITY REQUIREMENTS

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

Applications must comply with all the following conditions in order to be admissible, i.e. to pass the proposal to the evaluation stage:

- Applications must be sent no later than the deadline for submitting applications referred to in section 16;
- Applications must be submitted in writing, using the submission set as described in section 16;
- Applications must be drafted in one of the EU official Languages with a preference to English;
- Applications must respect the maximum rate 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.

6. ELIGIBILITY CRITERIA

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

6.1 Eligible applicants

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

- They must be submitted by:
 - (i) legal persons (with legal personality) that are national agencies, research institutes, companies or any other key organisations or bodies active in the field of aviation and/or space sector and established in an EU Member State or another participating third country to the activities of the European GNSS Programmes¹ (Article 29 of the GNSS Regulation), and/or
 - (ii) natural persons that are experts in the field of aviation and/or space sector and are nationals of an EU Member State or another participating third country to the activities of the European GNSS Programmes² (Article 29 of the GNSS Regulation).

In addition, the following eligibility criteria applies per area of activity defined in section 6.2.

- for areas A and B they must be submitted by at least one entity representing Air Navigation Service Providers (ANSPs) or Aerodromes/heliports/helipads and performing the core activities described in the proposal;
- for areas C, D, and E and F they must be submitted by at least one entity representing airspace users such as airlines, flight operators, pilots/aircraft owners, avionics and-or aircraft manufacturers and performing the core activities described in the proposal.

Applicants forming an applicant consortium shall not be in one of the situations referred to in Articles 106(1) and Articles 107, 108 and 109 of the EU Financial regulation.

Applicant consortium must submit a joint proposal. For that purpose, they should choose within their midst a lead organisation, referred to as the coordinator. All applicants in the same consortium shall agree upon appropriate arrangements between themselves for the proper performance of the action. In particular, they shall accept joint and several financial responsibility of the debt of a defaulting beneficiary up to the value of the contribution that the beneficiary held liable is entitled to receive, as stipulated in the General Conditions of the draft grant agreement.

The coordinator and all applicants forming the applicant consortium must satisfy the 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. 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 as further detailed in section 15.3 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);

¹ 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 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.

- **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.

6.1.1 Structure of the consortium

In addition to the supporting documents referring to the legal status of applicants forming the applicant consortium, each such applicant shall further submit letters confirming their participation to the project and their role in the consortium (lead applicant/coordinator or co-applicant/co-beneficiary).

6.1.2 Lead applicant/coordinator

The coordinator will submit the application on behalf of the consortium, including his co-applicants. He shall be the intermediary for all communication between the co-applicants and the GSA and responsible for supplying all documents and information to the GSA in due time upon request.

6.1.3 Co- Applicants

Co-applicants act in a consortium, and submit a joint proposal through their coordinator. Each co-applicant will be considered as co-beneficiary if the proposal is successful. Co-applicants in 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 liability for any amount due to the GSA by anyone of them.

6.2 Eligible activities

Type of activities required to achieve this call's objectives as listed under section 2 above, within one or more of the areas described below shall be eligible for funding under this call for proposals:

A – RNP APCH procedures to LPV minima

Projects in this area of activity shall focus on operation and implementation of EGNOS LPV approach procedures at European airports, aiming at publication of the **new RNP APCH procedures down to LPV minima** in national AIPs. Activities in this area might include the implementation of LPV 200 (SBAS CAT I): approach procedures benefitting from the LPV 200 Service Level provided by EGNOS. Activities typically required to set up new PBN Instrument Approach Procedures may include, among others, obstacle survey, procedure design, safety assessment, ground and flight validation, training for air traffic control officers and/or pilots, and publication. Proposals shall contribute to track actual EGNOS based performed approaches in Europe. Applications are mostly expected from ANSPs, airports owners or operators.

As minimum the core activities shall include safety assessment, training, coordination of the implementation.

B – PinS Procedures to LPV minima

Point In Space (PinS) approaches may be implemented to serve heliports, helipads or oilrigs, and even be designed as Simultaneous Non-Interfering Approaches (SNI) to avoid conflicts with fixed-wing traffic operating at a certain airport. The proposal shall envisage the operational implementation of the **new PinS procedures including LPV minima based on EGNOS** by the end of the project. Proposals shall contribute to

track actual EGNOS based performed approaches in Europe. Applications are mostly expected from ANSPs, airport/heliport owners or airport/heliport operators.

As minimum the core activities shall include safety assessment, training, coordination of the implementation.

C – Aircraft or rotorcraft forward fit

A large number of aircraft currently under production include LPV approach capabilities as part of their standard avionics suites. This is becoming a trend for most regional, business and general aviation new models. However, certain aircraft OEMs may include the SBAS LPV capability as an optional package in some of their models. A proposal addressing this area of activity shall target the development of SBAS LPV capability in new aircraft models and/or its entry into operation. Proposals shall contribute to track actual EGNOS based performed approaches. Applications are mostly expected from aircraft or rotorcraft OEMs and operators.

No subcontracting costs are expected in this area.

D – Aircraft or rotorcraft retrofit

This area of activity focuses on in-service aircraft and rotorcraft not certified to perform LPV approaches. Proposals should target the tasks to achieve operational use of the LPV capabilities, including hardware upgrades or acquisition, hardware installation and certification and/or obtaining the specific operational approval from the national authority, when necessary. Proposals may also include flight demonstrations. Airframes already equipped with the suitable avionics, may require funding contribution to obtain specific approval. Proposals shall contribute to track actual EGNOS based performed approaches. Applications are mostly expected from aircraft or rotorcraft operators.

As minimum the core activities shall include design of the technical solution, development of operation procedures, crew training, safety studies and operational feedback.

E – Development of Service Bulletin and/or Supplemental Type Certificate

This area of activity addresses the development of SBs and/or STCs involving SBAS LPV and their commercialisation. Aircraft or rotorcraft manufacturers may generate Service Bulletins (SBs) to include SBAS LPV capabilities in some of their models. These improvements are usually offered to customers as optional items for purchase. Applications for SBs development are mostly expected from aircraft or rotorcraft manufacturers. Supplemental Type Certificates (STCs) are major modifications to an existing type certified aircraft. STCs are usually developed, designed and owned by non-TC holders (Part-21 European Aviation Safety Agency (EASA) approved organisations). Applications including STCs development are mostly expected from EASA Part-21 organisations Design Organisation Approval (DOA) and avionics manufacturers. [It is also possible for DOA and aircraft manufacturers to create a consortium for development of a Service Bulletin.](#) Proposals shall contribute to track actual EGNOS based performed approaches.

No subcontracting costs are expected in this area.

F – Development of enablers and other EGNOS based operations adoption

This area of activity addresses the development of enablers to accelerate EGNOS adoption and its operational use by civil aviation.

Proposals may include but not be limited to hardware/software development, processes implementation and related trials. The proposals should demonstrate the need for such enablers by aviation stakeholders with short term impact on acceleration of EGNOS adoption and prove readiness of the proposer to accom-

plish the proposed tasks within the time of the project. Examples of activities in this area include development of simulators or validation tools for EGNOS based operations.

In addition, activities covered in this area of activity may also include other EGNOS based operations, beyond RNP approaches down to LPV minima, such as, but not limited to Communication, Navigation, Surveillance (CNS) applications and those described below:

- Development of RNP 0.3 routes where GNSS prediction is replaced by EGNOS. Cross border routes are encouraged. Applications are mostly expected from ANSPs.
- Advanced RNP (A-RNP) using SBAS, use of curved segments and other advanced operations leveraging EGNOS Localiser Performance (LP) approaches. Proposals addressing this area of activity shall propose a consistent plan to implement SBAS LP approach procedures. Applications are mostly expected from ANSPs, airports owners or airport operators.
- Use of EGNOS for RPAS robust and safe navigation aligned with the European standardisation roadmap

6.3 Outputs expected from the implementation of activities

All project proposals shall include reporting on lessons learnt and operational benefits in all activities.

The following deliverables, among others, are expected to be submitted by the applicants:

- (1) Areas A and B: operational implementation of the new EGNOS based approach operation, including publication in the national AIP, when applicable, or approval from the competent authority.
- (2) Areas C and D: report on upgraded aircraft capabilities, including airworthiness, operational approval, safety studies and operational feedback. It shall include one demonstration or other dissemination activity of the project result upon request by GSA.
- (3) Areas E: Service Bulletin and/or Supplemental Type Certificates (STCs) commercially available for air-space users.
- (4) Area F: commercially available enabler (hardware/software/certification) and/or operational implementation of the new EGNOS based operation. It shall include one demonstration or other dissemination activity of the project result upon request by GSA.

7. EXCLUSION CRITERIA

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

7.1 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 European Union's financial interests;
- they are subject to an administrative penalty referred to in Article 109(1).

The same exclusion criteria apply to affiliated entities.

7.2 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 interest³;
- 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 7.1.

The same exclusion criteria apply to affiliated entities.

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

7.3 Supporting documents proving compliance with 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 in articles 106(1) and 107 to 109 of the Regulation (EC, Euratom) n° 966/2012 on the financial rules applicable to the general budget of the [European] Union, by filling in the **Declaration of Honour** form of this call for proposals.

³ Any situation where the impartial and objective implementation of the grant agreement is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest.

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

8. SELECTION CRITERIA

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

8.1 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 (\leq EUR 60 000):
 - a declaration on their honour.
- b) Grants \geq EUR 60 000:
 - a declaration on their honour and,
 - the table provided for in the application form (Annex B3), 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.
- c) Grants \geq EUR 750 000, in addition:
 - **an audit report** produced by an approved external auditor certifying the accounts for the last financial year available.

The above thresholds apply per applicant in a consortium applicant.

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, international organisations or non-profit organisations.**

8.2 Operational capacity

Applicants must show they have the **operational (technical and management) capacity** to complete the operation to be supported and must **demonstrate their capacity to manage scale activity** corresponding to the size of the project for which the grant is requested. In particular:

- The team responsible for the activities must have an eminent technical competence,
- Applicants must have a high degree of specialisation in areas relevant for the activities subject to the proposal,
- Applicants must prove that they are able to perform EGNOS based operations implementation,
- Applicants must prove that they have at their disposal technical infrastructures (relevant design and validation tools and/or hardware/software tools) necessary to perform the implementation of EGNOS operation, aircraft equipment of EGNOS adoption enabler.

In this respect, applicants have to submit in addition to the Declaration of Honour the following elements:

- description of the profile of the people primarily responsible for managing and implementing the activities (relevant CV in attachment);
- 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.

9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following 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.

AWARD CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
1. Level of relevance of the proposal to achieve the call's objectives and credibility of the proposed approach to reach the objectives	35
<i>e.g. How relevant is the proposal to the objectives of the published theme?</i>	
<i>Overall quality of the proposal in terms of its methodology</i>	
<i>Feasibility of the proposal targeting market implementation</i>	
<i>Involvement and endorsement of key stakeholders (e.g. national civil aviation authority)</i>	
2. Impact on EGNOS enabled network in terms of economic and public benefits derived from the proposal	35
<i>e.g. Is the proposal supported by a positive Cost Benefit analysis?</i>	

<i>Public and economic benefits thanks to rationalisation of ground infrastructure thanks to LPV implementation</i>	
<i>Increased access to small airports thanks to EGNOS and catalyst for more efficient airspace use</i>	
<i>Maximisation of the operational use of EGNOS: Equipment of aircraft flying to LPV destinations and implementation of LPVs at airports within the destination network of operators equipped with LPV capabilities</i>	
<i>Maximise short-term impact on EGNOS enabled network in Europe</i>	
3. Coherence and effectiveness of the Technical Proposal, including appropriateness of the allocation of tasks and resources	30
<i>e.g. Appropriateness of the management structures and procedures, including risk and innovation management</i>	
<i>Complementarity of the participants within the consortium</i>	
<i>Coherence of the Technical Proposal in terms of activities' definition, schedule, effort and cost, including justification of the resources to be committed</i>	
<i>Feasibility of the proposed Technical Proposal: availability of necessary regulations and support from authorities shall facilitate implementation activities</i>	
Maximum total score	100

If a total score lower than **55** 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.

10. LEGAL COMMITMENTS⁴

Applicants are reminded:

Submission of a grant application implies acceptance of the General Conditions of the draft grant agreement which shall be binding the beneficiary to whom the grant is awarded.

In case of a grant awarded by the GSA following this call, a grant agreement drawn up in Euro and detailing the conditions and level of funding, will be sent to the beneficiary, alongside a description of the procedure in view to formalise the obligations of the parties.

The beneficiary shall sign 2 (two) copies of the original grant agreement and shall then return it to the GSA for countersignature.

11. FINANCIAL PROVISIONS

11.1 General principles

Non-cumulative award

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

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

⁴ Art. 121 FR, 174 RAP

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.

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

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

No-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 budget⁵

The estimated budget of the action or work programme is to be attached to the application form following the model provided in the Form B2.

It must have revenue and expenditure in balance. The total amount must be expressed in **euro** with maximum two decimals. Applicants foreseeing that costs will not be incurred in Euro are invited to use the exchange rate published in the Official Journal of the European Union for the purpose of drafting the estimated budget of the action.

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:

⁵Art. 196.2 RAP

<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=en>

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. Where the beneficiary keeps its general accounts in Euro, it shall convert costs incurred in another currency into Euro according to its usual accounting practices.

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.

Implementation contracts/subcontracting⁶

Where the implementation of the action or the technical proposal requires the award of subcontracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit. Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC⁷ or contracting entities in the meaning of Directive 2004/17/EC⁸ shall abide by the applicable national public procurement rules.

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

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

Subcontracting does not in any way limit the responsibility of beneficiaries for the implementation of the action. Please note that the beneficiaries 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 this section may not be considered eligible by the GSA.

Financial support to third parties⁹

⁶ Art. 137 FR, 209 RAP

⁷ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

⁸ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

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

11.2 Funding form

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

➤ Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 60% of **eligible total costs** taking into account the maximum grant amount referred to in section 4.

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

➤ Eligible costs of the grant

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- ✓ they are incurred during the duration of the action, as indicated in the grant agreement, with the exception of costs relating to final reports and audit certificates;
- ✓ The period of eligibility of costs will start as specified in the grant agreement or the grant decision. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application;
- ✓ they are indicated in the estimated budget of the action;
- ✓ they are necessary for the implementation of the action, in accordance with the description of the action, attached to the grant agreement;
- ✓ they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- ✓ they comply with the requirements of applicable tax and social legislation;
- ✓ they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.¹⁰

¹⁰ 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).

Please note that the exact scope of the eligibility of costs is defined in the grant agreement, which will be signed with the successful applicant(s).

➤ **Eligible *direct* costs**

The eligible direct costs for the action/ work programme are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action.

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

1. Personnel costs

1.1 the **costs of personnel** working under an employment contract with the beneficiary 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 beneficiary'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;

1.2 The **costs of natural persons working under a contract with the beneficiary 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 beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;
- the result of the work belongs to the beneficiary; and
- the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;

2. Other direct costs

2.1 **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,

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

2.3 **for equipment and other assets** (new or second-hand) **procured** specifically for the action and in accordance with Article II.9 of the Grant Agreement

a) **the full purchase costs** provided that they are treated as capital expenditure in accordance with the tax and accounting rules applicable to the beneficiary and are recorded in the fixed assets account of the beneficiary's balance sheet AND will not have an economic value at the end of the action OR the purchase in itself is the purpose of the action,

or

b) **the respective depreciation costs** provided that the asset has been purchased in accordance with the conditions applicable to implementation contracts and that it is written off in accord-

ance with the international accounting standards and international financial reporting standards, IAS/IFRS, regardless whether the beneficiary has to apply them or otherwise has diverging accounting practices.

Please note that if the full purchase value of equipment or assets is eligible, the beneficiary cannot declare depreciation costs of the same equipment or assets under the grant agreement and under any other grant funded from the EU budget.

Please note that each applicant shall choose between the “full purchase value of equipment or assets” and the “depreciation costs” charging methodologies and apply ONLY one of the two in respect to all related costs within an activity/grant.

- 2.4 **costs for equipment or other assets** (new or second-hand) not procured specifically but **directly used** for the action in **proportion to the usage for the action and only during its duration** as **depreciation costs** recorded in the accounting statements of the beneficiary over the period of implementation of the action, provided that the asset is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary,
- 2.5 **the costs for rental or lease of equipment or other assets only to the portion of use and limited to the duration of the action**, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;
- 2.6 when **using technical facilities or laboratories the above rules (2.3) to (2.5) for eligibility of costs apply accordingly;**
- 2.7 **costs of consumables and supplies**, provided that they are purchased in accordance with the conditions applicable to the award of contracts necessary for the implementation of the action and are directly assigned to the action;
- 2.8 **costs arising directly from requirements imposed by the grant agreement** (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the conditions applicable to the award of contracts necessary for the implementation of the action;
- 2.9 **costs relating to a pre-financing guarantee lodged by the beneficiary of the grant**, where required **[not-applicable to this call]**;
- 2.10 **costs relating to external audits** where required in support of the requests for payments;
- 2.11 **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;
- 2.12 **costs of financial support to third parties** within the meaning of Article II.11 of the grant agreement provided that the conditions laid down in that article are met **[not-applicable to this call]**;
- 2.13 **duties, taxes and charges** paid by the beneficiary, the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the Agreement. In particular, and ONLY non-deductible VAT is eligible, except for the activities which the beneficiaries that are public bodies engage in as public authorities (prerogatives of public powers under national law).

➤ **Eligible *indirect costs***

A **flat-rate amount of 7% of the total eligible costs of the action minus subcontracting costs and costs of third parties not working in the premises of the beneficiaries is eligible under indirect costs**, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

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

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

➤ ***Non-eligible costs***

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

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

➤ ***Calculation of the final amount of the grant arrangement***

The draft grant 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 grant agreement, where the eligibility conditions of costs are described.

The EU 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 to carry out the action.

3. Payment arrangements

A pre-financing payment corresponding to 20 % of the grant amount will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

The GSA will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount. If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the GSA through a recovery order.

4. Pre-financing guarantee

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

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

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

12. PUBLICITY

12.1 By the Beneficiaries

Beneficiaries shall clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the allocated grants are used.

In this respect, beneficiaries shall be required to give prominence to the name and emblem of the GSA and of the European Union on all their publications, posters, programmes and other products realised under the grant agreement.

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

12.2 By the GSA

The GSA will publish the following information:

- a. name of the beneficiary;
- b. address of the beneficiary (legal persons) or reference to the region (natural persons);
- c. subject of the grant agreement;

d. amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiary.

13. OWNERSHIP

According to Article 6 of the Regulation (EU) 1285/2013 of the European parliament and of the Council of 11 December 2013 on the implementation and exploitation of European satellite navigation systems and repealing Council Regulation (EC) No 876/2002 and Regulation (EC) No 683/2008 of the European Parliament and of the Council, the ownership of all tangible and intangible assets created or developed under the Galileo and EGNOS programmes shall belong to European Union. This is also reflected in the draft Grant Agreement under Article II.8.1 reading:-

“Unless stipulated otherwise in the Agreement, ownership of all the tangible and intangible assets acquired, created or developed in the implementation of this Agreement , including but not limited to industrial and intellectual property rights, software, reports and other documents relating to it, shall be vested in the Union, represented by the Commission.”¹¹

For compliance with legal implications on transfer of ownership, this clause shall not apply to Supplemental Type Certificates (STCs), aircraft equipment acquired or created and installed on aircraft, nor to flight and operational procedures compiled under the action.

The beneficiary’s obligations under this Agreement in relation to deliverables and the GSA ownership and/or rights of use of documentation related to STCs or flight and operational procedures shall remain unaffected.”

14. 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:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

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 beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System

¹¹ Article 6 of Regulation (EU) 1285/2013 of the European parliament and of the Council of 11 December 2013 on the implementation and exploitation of European satellite navigation systems and repealing Council Regulation (EC) No 876/2002 and Regulation (EC) No 683/2008 of the European Parliament and of the Council.

(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
http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

15. PREPARATION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 16.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the GSA may contact the applicant for this purpose during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

15.1 Structure of the Proposal

Proposals shall be prepared along the following structure:

- A1 – Proposal Overview
- A2 – Proposal Summary
- A3 – Lead organisation profile (+Legal Entity Form (LEF) + Financial Identification Form)
- A4 – Beneficiary profile (+ LEF)
- B1 – Technical proposal (additional documents can be annexed to this form to complement the information)
- B2 – Preliminary Budget
- B3 – Financial capacity ratios (form B3 shall not apply to public bodies and international organisations or no-profit organisation)
- B4 – Operational capacity
- B5 – Declaration of honour

The Technical Proposal should be submitted by way of a template provided with this call, 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. Additional information or descriptive document may be provided by applicants as an annex.

Summary of Forms shall be **all submitted by the coordinator** (in case of a consortium-as referred to in the following paragraph) and **related actors responsible to fill them in** (coordinator and/or consortium partner).

Responsibility / Forms	Coordinator	Consortium partner
A1 – A2 – A3 – B1	X	

A4		X
B2 – B3 – B4 – B5	X	X

15.2 Entities involved in the activities subject to the proposal

The proposal shall clearly identify the entities to be involved in the activities subject to the proposal, being the applicants (including coordinator and co-applicants) as well as any third parties, such as affiliated entities and subcontractors and their contributions to the implementation of the proposal under the grant agreement. Parties' participation in the project will be subject to the requirements as laid down in this call.

15.2.1 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.

15.2.2 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 beneficiaries remain solely responsible for the implementation of the action.

Sub-contractors are not beneficiaries to the grant, nor affiliated entities. The costs of subcontracting can be eligible under the conditions indicated in the grant agreement. 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 grant agreement.

15.3 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:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

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

- 1) 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.
- 2) an official VAT document, where applicable.

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

- 1) 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
- 2) 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 natural persons, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:

- 1) a legible photocopy of the identity card or passport
- 2) 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 beneficiaries. The lead applicant (coordinator) will be responsible for distributing payments to the co-beneficiaries.

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.

15.4 Budget requested for the proposal

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

15.4.1 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:

Total days in a year	365
Weekends	-104
Annual holidays	- 21
Statutory holidays	- 15
Illness/Others	<u>- 05</u>
Working days in a year	220

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; General 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.

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

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems

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

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

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

- 1) Names or functions of the people involved;
- 2) Journey and dates (even tentative);
- 3) Purpose of the travel (this must refer clearly to one activity of the project);
- 4) 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);
- 5) Cost of travel (estimation).

All necessary supporting documents, in accordance with the beneficiary’s travel policy, have to be kept from the very beginning of the project (e.g. travel tickets, boarding passes, invoices from the travel agency, etc.) The GSA will require them to verify the validity of the request for payment.

15.4.3 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 European 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.

15.4.4 Subcontracting Costs

Subcontracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or work programme 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 beneficiary 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.

15.4.5 Third Parties Costs

Third Parties have a legal link with the beneficiaries not limited to the action and not based on a contract for the purchase goods, works or services or the implementation of specific action tasks.

The eligible costs are only the costs of the third party linked to the beneficiary, no profit is allowed (neither for the linked third party nor for the beneficiary).

16. SUBMISSION OF PROPOSALS

The proposal may be submitted in any of the official languages of the European Union but **English version** would be appreciated. If the proposal is not in English, the applicant should provide a translation of the full proposal or of an extract, in particular and at least of the supporting documents requested, such as registry

excerpts etc. Costs incurred by the applicant for providing the translation shall not be subject to reimbursement by the GSA.

The proposal shall always be submitted in a physical version (please see the important note below).

~~Applicants **may additionally** submit their proposal in an electronic format (standard Office 2003 and Adobe PDF 2008 or later) via a platform which the GSA plans to make available within five working days following the publication of this call on the GSA website <http://www.gsa.europa.eu/gsa/grants>. Access to the platform will be made available to applicants following their successful request for access in line with and following their acceptance of the Terms of Use. The Terms of Use will be made available for download at the above referenced website at the time of availability of the platform.~~

IMPORTANT NOTE: The mandatory physically submitted proposals shall always also contain 4 (four) CD-ROMs/USB-storage devices containing the full set of proposal documents in machine readable format (standard Office 2003 and Adobe PDF 2008 or later). In case of doubt or outright divergence between the physically submitted proposal and the content provided in electronic format (on the CD-ROMs/USB-storage devices ~~or via the platform~~) the physical documents shall always take precedent.

Unless notified otherwise by the GSA, the physical proposals (including CD-ROMs/USB-storage) shall be submitted by letter:

- a) either by post or by courier not later than **10/10/2015**, 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 **10/10/2015 23:59 Prague local time** to the address indicated below.

In this case, a receipt must be obtained as proof of submission, signed and dated by the GSA official who took delivery.

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

Proposals must be placed inside a sealed envelope. The envelope, addressed as indicated below, should be marked as follows: "**CALL FOR PROPOSALS GSA/EEX.0030/2015 – 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

GSA/EEX.0030/2015

Title: EGNOS adoption in aviation

GSA – Market Development Department

Janovského 438/2

170 00 Prague 7- Czech Republic

17. EVALUATION OF PROPOSALS, AWARD AND SIGNATURE OF THE GRANT AGREEMENT

17.1 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 admissibility, eligibility, exclusion, selection and award criteria set out in the call for proposals.

The evaluation committee may ask an applicant to provide additional information or to clarify the supporting 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,
- Placed on the reserve list in case of not available funding,
- Rejected, stating the reasons for rejection.

After the completion of the evaluation, applicants will be informed in writing about the results of the evaluation.

17.2 Award of the grant agreement

The GSA may decide to request the applicant, whose proposal has been recommended for award by the evaluation committee, to make certain adjustments and/or corrections to the proposal. In that case, applicant 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 proposal.

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 proposal considered for the award.

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

17.3 Signature of the grant

The grant agreement shall be signed by the successful applicant or, in case of a successful consortium applicant, 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 grant agreement.

17.4 Reserve list

The GSA may place proposals which were not considered for award of the grant due to inferior score on a reserve list. Should additional budgetary appropriations become available, the applicant will be informed according to their ranking on the reserve list for potential award of the grant.

18. 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. This cannot be done after 30 September 2015.
- 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 (<http://www.gsa.europa.eu/gsa/grants>) on which the call for proposals is published.

After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the GSA will contact the applicant provided the terms of the proposal are not modified as a result.
- If the GSA finds that the proposal, chosen for award may be adjusted. In that case, the applicant will be contacted.
- **Contact coordinates for the call:**

GSA: Market Development Department

E-mail address: EGNOS.aviation.2015@gsa.europa.eu

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