



CALL FOR PROPOSALS

Two Galileo Information Centres in Latin America 297/G/GRO/SAT/18/10600

GRANT PROGRAMME 2018

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

- The call for proposals,
- The Guide for Applicants
- The Submission Set

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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INTERESTED PARTIES ARE INVITED TO READ CAREFULLY THE BELOW INSTRUCTIONS, AND TO USE THE QUESTIONNAIRE PROVIDED IN CHAPTER II OF THE GUIDE FOR APPLICANTS IN ORDER TO ENSURE THAT APPLICATIONS ARE COMPLETE WHEN SUBMITTED.

1. CONTEXT

The European Global Navigation Satellite Systems (EGNSS) Programmes comprise the Galileo Programme and the European Geostationary Navigation Overlay Service (EGNOS).

Galileo is a civil system under civilian control, intended to provide navigation services to users, including reliable services for specific user communities. Initial services are based on a number of satellites placed in orbit that can be used in combination with GPS satellites. Galileo is now providing three types of services: the Open Service (OS), the Public Regulated Service (PRS) and the Search and Rescue Service (SAR). A high accuracy service will be provided for free in the future. Galileo High Accuracy Service Signal in Space transmission is planned for 2019 while full service provision is planned when the system reaches full operational capability in 2020.

EGNOS is a regional Satellite-Based Augmentation System (SBAS) and currently provides augmentation to GPS Standard Positioning Service (SPS). It covers Europe and potentially all the neighbouring regions. It has been operational since 1 October 2009.

The GNSS industry of applications and services (i.e. downstream industry) will benefit from novel business opportunities provided by the EGNSS Programmes. Enhanced positioning and timing information will also have significant positive implications for users, including professionals: improved transport safety, speed-up of rescue operations, management of the variability of agricultural production to name only a few.

Although Galileo and EGNOS are projects managed by the European Commission, cooperation with non-EU partners is essential for its success. Besides efforts towards compatibility and interoperability with other GNSS providers, international cooperation also focuses on fostering the uptake of Galileo and EGNOS worldwide.

Latin American countries are close EU partners on the international scene. The region also has an enormous potential as a market. There is an obvious potential benefit also for local private and public sectors stemming from the sharing of expertise and collaboration with Europe on EGNSS. It is therefore in our mutual interest to keep stakeholders in the region informed of the reality and the potential of EGNSS.

The establishment and operation of two Galileo information centres in Latin America has been therefore envisaged, and planned in the annual work programme of the Commission (Commission Implementing Decision on the adoption of the work programme for 2018 and on the financing of the European satellite navigation programmes – C(2018)3354 final, Annex 1, dated 4.6.2018), in application of the Regulation 1285/2013 of the European Parliament and of the Council on the implementation and exploitation of the European satellite navigation systems.

2. OBJECTIVE OF THE CALL

The call aims at the set-up of two Information Centres on navigation satellite programmes, EGNSS and regional activities. One Centre shall be based in Brazil, and another one in Chile.

This call is divided in two Lots: Lot 1, for the establishment of the Centre in Brazil, and Lot 2, for the establishment of the Centre in Chile.

The objectives of the Information Centres are to ensure visibility of the European satellite navigation activities, to monitor local and regional satellite navigation initiatives, to ensure support to the users in Latin America such as developing new applications through a cooperation between Latin American and European industrial actors.

While the Centre in Brazil will limit its activities within the country, the Centre in Chile shall target also several neighbouring Spanish-speaking countries in Latin America, in particular Argentina, Bolivia, Ecuador and

Colombia. The physical location of the centres shall be such as to ensure the optimal contacts with the target audience (namely the satellite navigation downstream industry, application developers and users).

The applicant shall propose a plan for the staff and operation of the Information Centre. The types of activities indicated below shall be eligible for EU co-financing. Applicants for each Lot shall propose a work programme with a balanced set of such activities.

1. Identification of relevant markets and stakeholders

- Monitoring the Latin American market and local GNSS initiatives
 - Elaboration of market studies on the use of GNSS devices and applications in key GNSS market segments – both mass market and professional;
 - Identification of high-growth markets in the region;
 - Identification of the key social, economic and operational benefits Galileo (and more generally GNSS) will bring to the users of the region.
- Mapping the key GNSS players and stakeholders from Latin America and Europe at different levels (e.g. research institutes, public institutions, private sectors);
- Elaboration of a contact database to feed the centres' activities.

2. Promotion and awareness raising of European GNSS programmes

- Elaboration and deployment of a communication strategy for Latin America to promote and inform on the results and milestones of the European GNSS programmes and related applications, including:
 - Establishment of direct contacts with the main European and Latin American stakeholders;
 - Adaptation of strategy to individual countries taking into account their respective specificities.
- Elaboration and dissemination of a set of documents to increase awareness on European GNSS programmes among relevant actors, i.e. decision makers, investors, institutions, regulators, industries, service and data providers and final users:
 - Presentation of the Galileo programme and its differentiators; Galileo application areas, GNSS downstream industry, etc.
- Set-up and maintenance of a website both in English and Spanish (for the centre in Chile) and English and Portuguese (for the centre in Brazil) for the duration of the project. Website content may include, but is not restricted to:
 - News on EGNSS programmes development and achievements;
 - Showcase of Galileo differentiators;
 - EGNSS library: programme reference documents, performance reports, service notices, documentations locally produced, etc.;
 - For each segment of applications, description of GNSS applications and their benefits (social, economic, operational), showcase of European and Latin American industry products/services;
 - News on the latest findings, trends and visions in the field of GNSS;
 - News about GNSS-related events, seminars, training sessions;
 - Etc.
- Organisation of information sessions on the EU Horizon 2020 Research and Innovation programme presenting opportunities to Latin American organisations for co-operations in the GNSS sector;

- Participation in GNSS conferences and trade exhibitions;
- Support to the integration of Galileo in the regional plans for GNSS.

3. Facilitate the development of GNSS-related applications

- Provision of ideas for new GNSS applications and services to industrial partners:
 - Where applicable, development of integrated applications using both EGNSS and Copernicus data for enhanced experience.
- Development of new GNSS applications leveraging Galileo differentiators in the identified markets of interest via cooperation with relevant users, European and local industries and the academic spheres:
 - Specification of user requirements for new applications;
 - Testing of applications;
 - Verification and validation;
 - Support to certification where applicable;
- Deployment of new GNSS applications based on Galileo:
 - Support to marketing, sales and implementation.

4. Education and training on GNSS-related issues

- Support to the cooperation between European and Latin American Universities providing high level courses in GNSS (PhD level)
 - Mutual promotion of respective educational programmes;
 - Coordination and facilitation of education activities such as co-supervision of PhDs
 - Facilitation of the exchange of talented individual candidates either in universities or industries (internships).
- In collaboration with local universities and technology institutes, support to the provision of courses and organisation of training seminars in the field of GNSS technology and applications:
 - Participation to the elaboration of a training plan taking local and regional needs for specific knowledge and competencies into account;
 - Elaboration of courses and training sessions content.

5. Facilitation of joint industrial collaborations between Latin American and European partners

- Organisation of matchmaking events for representatives of the EU and Latin American industries;
- Fostering of closer contacts between entities involved in GNSS-related R&D:
 - Providing intelligence about business opportunities for GNSS applications R&D;
 - Providing both European and local industries with a fertile forum for the formation of business alliances;
 - Supporting GNSS R&D consortia building.
- Facilitation of several high-level meetings and EC/GSA outreach to regional institutions (especially in those countries where the EC is not in contact with local institutions);
- Interface with the European External Action Service (EEAS)

- Provision of detailed and up-to-date intelligence about GNSS-related markets and associated stakeholders to feed its space economic diplomacy initiative.
- Provision of general consultancy in the GNSS area.
- Interface with the chambers of commerce.
 - Provision of detailed and up-to-date intelligence about GNSS-related markets and associated stakeholders;
 - Provision of general consultancy in the GNSS area;
 - Support to organisation of annual business seminars and workshops;
 - Support to organisation of trade missions to Latin America for European companies.

▪ **MANAGEMENT**

The overall management of the action will encompass:

- Contractual management
 - Organisation and coordination of internal communication flow;
 - Documentation management;
 - Tracking of the project status;
 - Production of deliverables;
 - Organisation of progress meetings.
- Management of the Centre's own documents
- Management of interfaces between Centres
 - Organisation of cooperation arrangements between the Centre in Chile and the Centre in Brazil, to conduct joint activities, share knowledge and competencies;
 - Organisation of cooperation arrangements with the regional network of Copernicus Relays and Academy;
 - Identification of the need for interfaces with additional external entities;
 - Coordination between the different tasks as necessary.

▪ **Reporting**

The beneficiary shall provide the European Commission the activity reports foreseen in the Grant Agreement, with quantitative indications of the specific support actions undertaken.

In case of urgent matters, the Centre shall inform the European Commission without delay.

▪ **Deliverables**

The beneficiary shall conceive and provide a Documentation tree able to reflect all activities implemented during the duration of the action.

Deliverables shall be in coherence with the objectives expressed here above. In addition to the implementation of the actions, reports shall be delivered to the European Commission for the follow-up of the project. Hereafter is an indicative and non-exhaustive list of expected deliverables.

Deliverable Name	Brief Description
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Project Plan	Overall planning, monitoring and implementing of activities as described in the Description of Action
GNSS downstream market in Latin America	Report summarising the study on the GNSS downstream market in Latin America
GNSS stakeholders in Latin America	Mapping of GNSS stakeholders in Latin America
Communication strategy for Latin America and update	Overall strategy for the promotion of EGNSS and related downstream market
Plan for development of GNSS-related application and services in Latin America	Overall strategy for development and adoption of GNSS applications and services
Project logo, website design and templates	
Project documentation (brochures) and update	
Report on the organisation of training seminars in GNSS	Report on the main objectives, content, attendance and evaluation
Report on the organisation of matchmaking events on GNSS between EU and Latin American stakeholders	Report on the main objectives, attendance and outcomes
Report on the liaison activities with other regional centres	

The beneficiary may deliver to the European Commission any other document as he deems necessary.

3. TIMETABLE

Scheduled start-up date for the action: Second quarter of 2019

Maximum duration of action is: 36 months

The period of eligibility of costs will start at the earliest on the day the agreement is signed by the last of the parties. If a beneficiary can demonstrate the need to start the action before the agreement is signed, the expenditure may be eligible as from a date before the agreement is signed. Under no circumstances can the eligibility period start before the date of submission of the grant application.

	Stages	Date and time or indicative period
a)	Publication of the call	26 November 2018
b)	Deadline for submitting applications	19 February 2019 – 17:00
c)	Information to applicants	April 2019
d)	Signature of grant agreement or notification of grant decision	May 2019
e)	Starting date of the action/ work programme	Q2 2019

4. EU FINANCING

Maximum budget allocated for EU financing under this call: € 960 000

Indicative number of projects: 2 (one for Lot 1 and one for Lot 2)

Maximum EU financing rate of eligible costs: 70 %

Maximum EU financing amount per project: € 480 000

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

The Commission reserves the right to award a grant of less than the amount requested by the applicant. In such a case, applicants 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.

Publication of the call (on the Commission Internet site and/or in the Official Journal) does not guarantee the availability of funds for the above action.

4.1. GENERAL PRINCIPLES OF EU FUNDING

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 Union budget.

Applicants have to inform the Commission immediately of any multiple applications and multiple grants relating to the same action. The applicant 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.

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 or work programme,
- 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.

Non-profit rule

EU grant may not have the purpose or effect of producing a profit within the framework of the action of the work programme of the beneficiary.

Where a profit is made, the Commission 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 action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants, who foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

4.2. ELIGIBLE COSTS

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

- they are incurred during the duration of the action or work programme, as indicated in the grant agreement, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents (audit certificates);
- they are indicated in the estimated budget of the action or work programme;
- they are necessary for the implementation of the action or of the work programme, 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.

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

4.2.1. 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 beneficiary or an equivalent appointing act and assigned to the action, 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.
- salary costs of the 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.
- costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary'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 beneficiary, 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 beneficiary

- 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, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the conditions applicable to implementation contracts;
- costs entailed by subcontracts, concluded for the externalisation of specific tasks or activities which form part of the action or workprogramme as described in the proposal, provided that the conditions with the conditions applicable to implementation contracts are met;
- costs of financial support to third parties, in accordance with the conditions set by the grant agreement for such financing;
- duties, taxes and charges paid by the beneficiary, provided that they are included in eligible direct costs, and unless specified otherwise in the Agreement.

4.2.2. Eligible indirect costs

A flat-rate amount of 7% of the total eligible direct costs of the action 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 from the European Commission.

4.2.3. Non-eligible costs

In addition to any other costs which do not fulfill the conditions set out in Article II.19.1, 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 Commission charged by the bank of a beneficiary;
- costs declared by the beneficiary 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 other bodies than the Commission 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 beneficiary 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;
- deductible VAT.
- participation by any staff of the institutions in actions receiving grants
- any other costs which have been specified as ineligible in the call for proposal

In addition to the above, the Commission can refuse to finance certain costs included in the proposal. The beneficiary can decide to maintain and finance these costs out of his own resources, but they will not be taken into account as eligible costs.

4.3. CO-FINANCING AND JOINT AND SEVERAL RESPONSIBILITY

The beneficiary has 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.

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. The value of such a contribution may not cover the entire amount of co-financing.

In case of a joint application, all partners shall agree upon appropriate arrangements between themselves for the proper performance of the action.

In particular, they shall accept joint and several responsibility 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 final grant agreement shall be signed by each applicant. Alternatively it shall be signed by the appointed co-ordinator, provided that a power of attorney has been conferred to this entity (Annex IV of the draft grant agreement).

4.4. IMPLEMENTATION CONTRACTS/SUBCONTRACTING

Where the implementation of the action or the work programme requires the use of contracts (implementation contracts), the beneficiary 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 and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities shall abide by the applicable national public procurement rules, in the meaning of Directive 2014/24/EU 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 2014/25/EU 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 or work programme 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 beneficiaries for the implementation of the action. Please note that the beneficiary(ies) should have the necessary capacity to perform the project. Only tasks that are not core business can be sub-contracted to consultants.

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 applicable rules for procurement will not be eligible.

4.5. FINANCIAL SUPPORT TO THIRD PARTIES

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

4.6. FINAL GRANT AND PAYMENT ARRANGEMENTS

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 grant agreement, where the eligibility of costs is described. Detailed explanations and a description how costs should be budgeted and reported can be found in the Guide for Applicants.

EU grant may not have the purpose or effect of producing a profit within the framework of the action of the work programme of the beneficiary. Where a profit is made, the Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. 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 Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiary.

The Commission may require the beneficiary to lodge a guarantee for grants exceeding € 60 000, based on a risk analysis.

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.

5. ELIGIBILITY

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

5.1. ELIGIBLE APPLICANTS

Applications from legal entities established in one of the following countries are eligible:


For Lot 1 (Centre in Brazil):

- EU Member States
- EFTA and EEA countries: Switzerland, Norway
- other countries: Brazil

For Lot 2 (Centre in Chile):

- EU Member States

- EFTA and EEA countries: Switzerland, Norway
- other countries: Chile

 For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.3.1 of the grant agreement.

For Lot 1, the consortium (i.e. the coordinator plus its partners) must be composed of a minimum of two (2) different legal entities located in at least one (1) Member State and one (1) in Brazil.

For Lot 2, the consortium (i.e. the coordinator plus its partners) must be composed of a minimum of two (2) different legal entities located in at least one (1) Member State and one (1) in Chile.

The transnational nature of the project must be demonstrated by filling in forms A in the electronic submission system.

Several applicants, submitting a joint proposal should choose within their midst a lead organisation, referred to as the coordinator.

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

All applicants must satisfy the same eligibility criteria

- Applications must be submitted by a legal person.
- Applicants must correspond to the definition, of the following target organisations: private entity, public entity;
- Corporate bodies must be properly constituted and registered under the law. If a body or organisation is not constituted under the law, a physical person must be designated to provide the legal responsibility.

Supporting documents

Subject to the eligibility criteria indicated above, the applicants should provide the following supporting documents to establish their eligibility:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, 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 entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
- **consortium:** in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project,
- **natural persons:** photocopy of identity card and/or passport;
- **entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

5.2. ADMISSIBLE AND ELIGIBLE PROPOSALS

Applications must comply with the following conditions in order to be eligible for a grant:

- Applications must be sent no later than the deadline for submitting applications referred to in section 9.
- Applications must be submitted in writing, using the application form and the electronic submission system, as indicated in the Guide for Applicants.
- Applications must be drafted in one of the EU official Languages. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of an abstract may be included in the proposal (see Guide for Applicants).
- Proposals must be submitted in conformity with the call specifications;
- Only projects that are strictly non-profit-making and/or whose immediate objective is non-commercial shall be eligible.
- Applications must respect the maximum rate for EU co-financing.
- Applications must respect the maximum amount for EU co-financing.
- Applications may not include contributions in kind as part of their co-financing.
- Applications may not include financial support to third parties.

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

6. EXCLUSION CRITERIA

6.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the [Commission] [Agency] during the award procedure;

- (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

6.2. Remedial measures¹

If an applicant declares one of the situations of exclusion listed above (see section 6.4), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 6.1.

6.3. Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 6.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

[The same exclusion criteria apply to affiliated entities.]²

Administrative sanctions (exclusion)³ may be imposed on applicants[, or affiliated entities where applicable], if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

6.4. Supporting documents⁴

Applicants [and affiliated entities] must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals (form B4).

This obligation may be fulfilled in one of the following ways:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities; OR
- (ii) each applicant in the consortium signs a declaration in its name and on behalf of its affiliated entities; OR
- (iii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.]

7. SELECTION

7.1. 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 or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

For grants of a total value < EUR 60 000:

- a declaration on honour

¹ *Article 136(7) FR*

² *Insert if affiliated entities are not excluded from participating to the Call for proposals*

³ *Article 138 FR*

⁴ *Article 137 FR*

For grants of a total value \geq EUR 60 000, in addition:

- a declaration on honour and,
- form B/5 provided for in the submission set, filled in with the relevant statutory accounting figures. Other documents may be submitted if needed (see IV.4 Guide to applicants)

For grants for an action \geq EUR 750 000 or operating grants \geq EUR 100 000, in addition:

- an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

In the event of an application grouping several applicants (consortium), the above threshold regarding audit reports applies per applicant.

7.2. 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 project/operation must have **adequate professional qualifications and experience**.

The applicant shall be already familiar with the mission and activities required in the present action and demonstrate, in particular;

- Technical capacity on satellite navigation
- Presence in Latin America
- Capacity to organise training and set-up awareness activities (web site, participation to conferences)
- Ability to deploy a communication strategy in Latin America for the European GNSS Programme.

In this respect, applicants have to submit:

a declaration on their honour,

- the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organisations' activity reports;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;
- a description of the technical equipment, tools or facilities and patents at the disposal of the applicant;
- an inventory of natural or economic resources involved in the project.

The selection procedure is described in further detail in the Guide for Applicants.

8. AWARD

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in annex 3 to this call for proposals.

The evaluation procedure is described in further detail in the Guide for Applicants.

9. SUBMISSION OF PROPOSALS

Please note that only electronic submissions are allowed for this call.

Please consult the Guide for Applicants for the modalities of preparing the proposal.

Submission of a grant application implies acceptance of the conditions of the grant agreement, attached to this call

The deadline for submission of proposals is:

19/2/2019 [17.00:00 Brussels local time]

10. CONTACTS

Contacts between the contracting authority 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 Commission 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 Commission may, on its own initiative, inform interested parties of any error, 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 internet in concordance with the various call for proposals documents.

After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission will contact the applicant provided the terms of the proposal are not modified as a result.
- If the authorising officer finds that those proposals, which have been listed for award needs limited adaptations to their proposal. In such case, these applicants will receive a formal letter setting out the requested modifications. Any such modifications must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposals, but a proposal might be rejected if the applicant does not wish to comply with the modifications requested.

Contact coordinates for the call:

European Commission

Internal Market, Industry, Entrepreneurship and SMEs Directorate-General

Directorate J - EU Satellites Navigation Programmes

Unit J.3 - Galileo and EGNOS – Applications, Security, International Cooperation

E-mail address: GROW-CFP-SAT-2018-GALILEO-INFO@ec.europa.eu

Office address: BREY 7/310, B-1049 Brussels, Belgium

11. 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 proposal will be processed solely for that purpose by the Head of Unit of DG GROW/J3.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046 . For more information see the Privacy Statement on:

12. [HTTPS://EC.EUROPA.EU/INFO/DATA-PROTECTION-PUBLIC-PROCUREMENT-PROCEDURES_EN](https://ec.europa.eu/info/data-protection-public-procurement-procedures_en).PUBLICITY

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary (legal persons) or reference to the region (natural persons);
- subject of the grant;
- 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 beneficiaries.

13. ANNEX 1 SUBMISSION SET

The Submission Set can be downloaded from the following page: <http://ec.europa.eu/growth/contracts-grants/calls-for-proposals/>

14. ANNEX 2 GUIDE FOR APPLICANTS

The Guide for Applicants can be downloaded from the following page: <http://ec.europa.eu/growth/contracts-grants/calls-for-proposals/>

15. ANNEX 3 EVALUATION CRITERIA

When assessing the below evaluation criteria, the evaluation committee generally pays attention to the elements indicated below 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.

EVALUATION CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
1. Relevance	25
<i>How relevant is the proposal to the objectives of the published theme and to the priorities of the GNSS work-programme?</i>	
2. Visibility	15
<i>To what extent will the EU involvement in the project or activity be publicised?</i>	
<i>To what extent does the proposal ensure adequate visibility of the action within the geographical scope of the Centres?</i>	
3. Impact	20
<i>To what extent is the proposal likely to have a tangible impact on its target groups?</i>	
<i>To what extent does the proposal contain potential multiplier effects? (Including possibilities for replication and extension of project outcomes, dissemination of information.)</i>	
<i>To what extent does the proposal contain objectively verifiable indicators for project outcomes?</i>	
4. Quality	25
<i>How coherent, well thought out and prepared is the overall proposal design?</i>	
<i>How coherent, appropriate and practical are the activities proposed, and how much are they aligned with the requested set of activities?</i>	
<i>To what extent does the proposal contain specific elements of added value, such as innovative approaches, models for good practice, promotion of gender equality and equal opportunities?</i>	
<i>How feasible is the plan of action?</i>	
5. Budget and Cost-effectiveness	15
<i>To what extent is the budget clear and detailed? Does the breakdown of the budget, category by category, offer a way of ensuring that the amount of the grant awarded is the minimum necessary for the operation to be completed?</i>	
<i>Do the probable results stand in a reasonable relationship to the amount of the grant?</i>	
<i>To what extent are there no better ways of achieving the expected results?</i>	
<i>To what extent is the proposed expenditure necessary for the implementation of the project?</i>	
Maximum total score	100

If a total score lower than **60** points or a score lower than 50% for any of the above five criteria is obtained, the proposal will not be evaluated further.

16. ANNEX 4 - AGREEMENT

- [Multi-beneficiary Grant agreement for action](#)