OSIP Platform

Activity Types G2 and H

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Introduction

Proposals for Activity Types G2 (PhD) and H (Company employee training) are submitted through OSIP platform.

It is a MUCH simpler process and you need to provide MUCH less information.

DO NOT use the proposal template in ESA STAR for these Activity Types.

These activity Types DO NOT count towards your proposal submission limits.

In this presentation we try to explain the process for G2 and H activities.

Open Space Innovation Platform - OSIP

OSIP is an ESA platform for submission of novel ideas for space technology and applications.

Ideas can be submitted in response to either a **campaign** or a channel.

Due to their nature, **Latvia RPA activities G2 and H are implemented via OSIP**.

OSIP contains all information related to **G2 and H activities process, special conditions and evaluation criteria**.

You need to **register in OSIP** to be able to see the active campaigns AND you must **register in esa-star** (light registration) if you intend to submit your idea for activity types G2 and H in OSIP.

Both campaigns will be open in OSIP at the same time of the RPA call in esa-star, i.e.

Opening on 1st November 2021

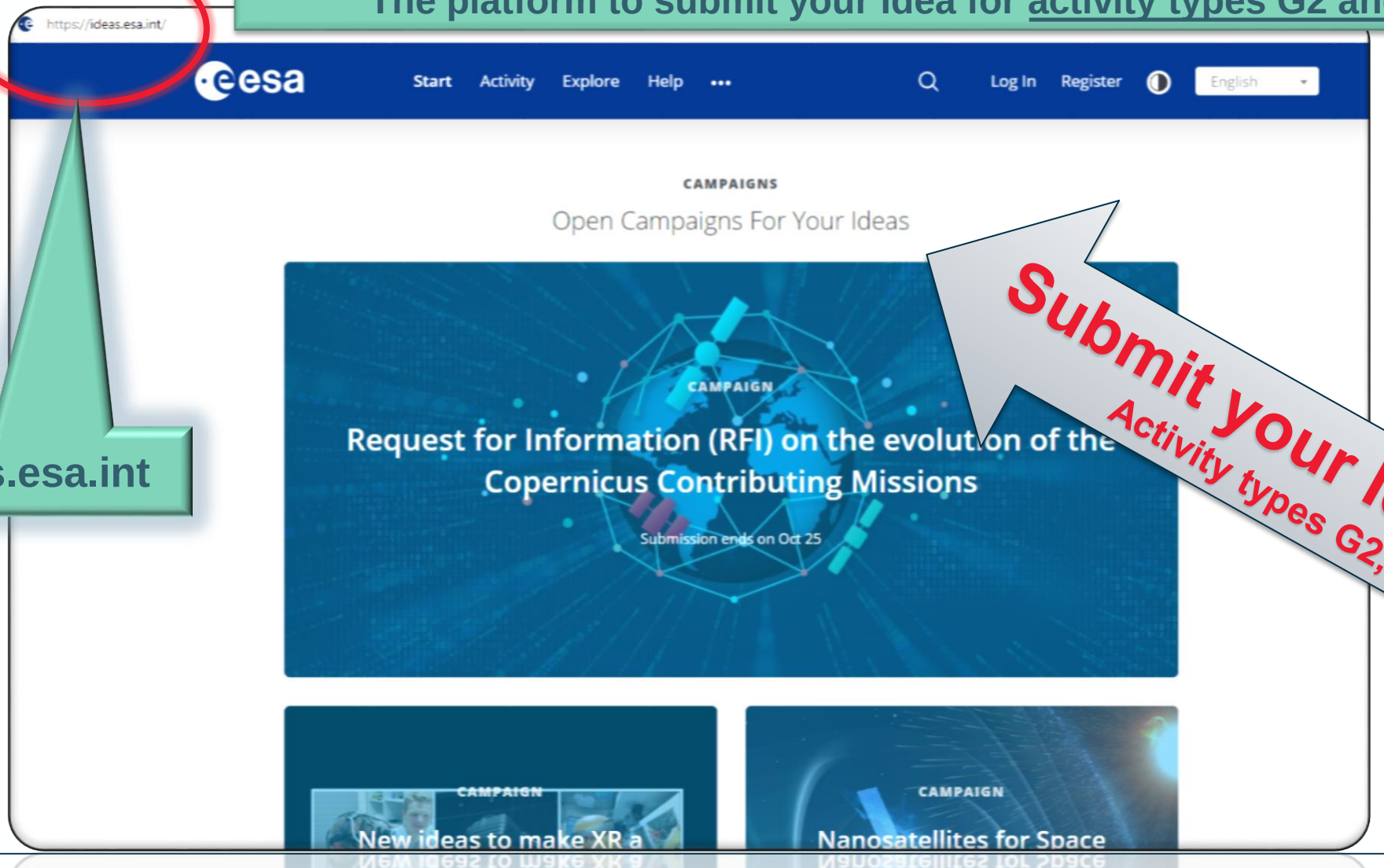
Closing on 15th December 2021

Overview of the steps

- Step 1: Register in OSIP
- Step 2: Go to the OSIP website and find the right Campaign (Latvia G2 or H)
- Step 3: Read the information provided
- Step 4: Fill out the online form and upload the few documents asked for (e.g. CV)
- Step 5: Click submit, sit and wait to be informed.

ESA Tools Basics of ESA procurement

Open Space Innovation Platform
The platform to submit your Idea for activity types G2 and H



https://ideas.esa.int

Submit your Idea
Activity types G2, H

Tender action package for activity types

G2 – PhD Theses

H – Space related Courses

Open Space Innovation Platform - OSIP

Step 1: Register in OSIP (https://ideas.esa.int)

https://ideas.esa.int/servlet/selfregistration?action=register

User Registration

First Name *

Last Name *

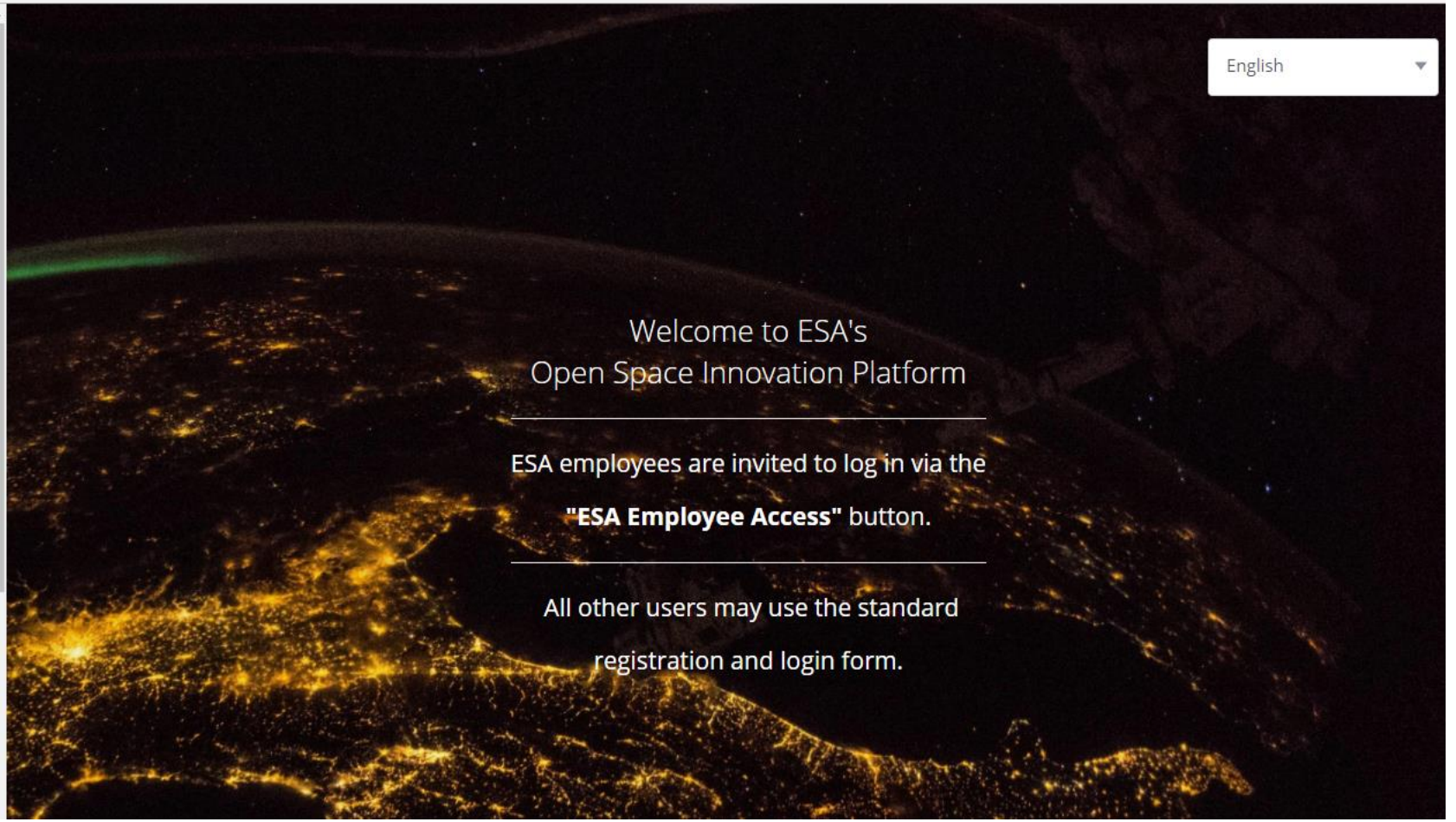
Your first name and last name will be used for presentation purposes of your account in Open Space Innovation Platform - OSIP.

Email *

The email address will be used to supply you with important information about the activation of your account. After successfully activating your account you can log in to Open Space Innovation Platform - OSIP by using this email address as a user name. Your email address will be visible for administrators exclusively in Open Space Innovation Platform - OSIP.

Password *

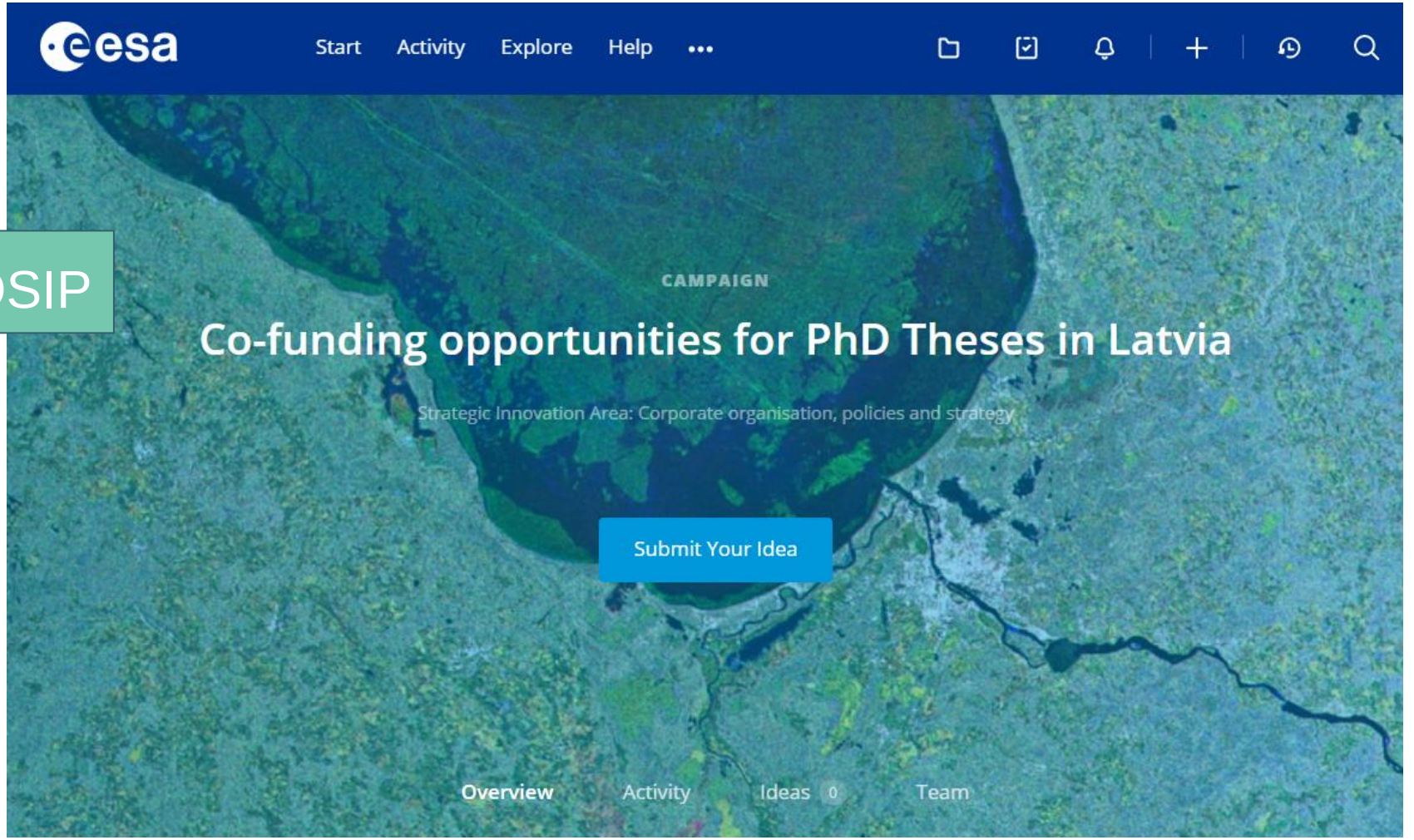
Repeat Password *



Open Space Innovation Platform - OSIP

Step 2: Look for the campaign of your interest (https://ideas.esa.int)

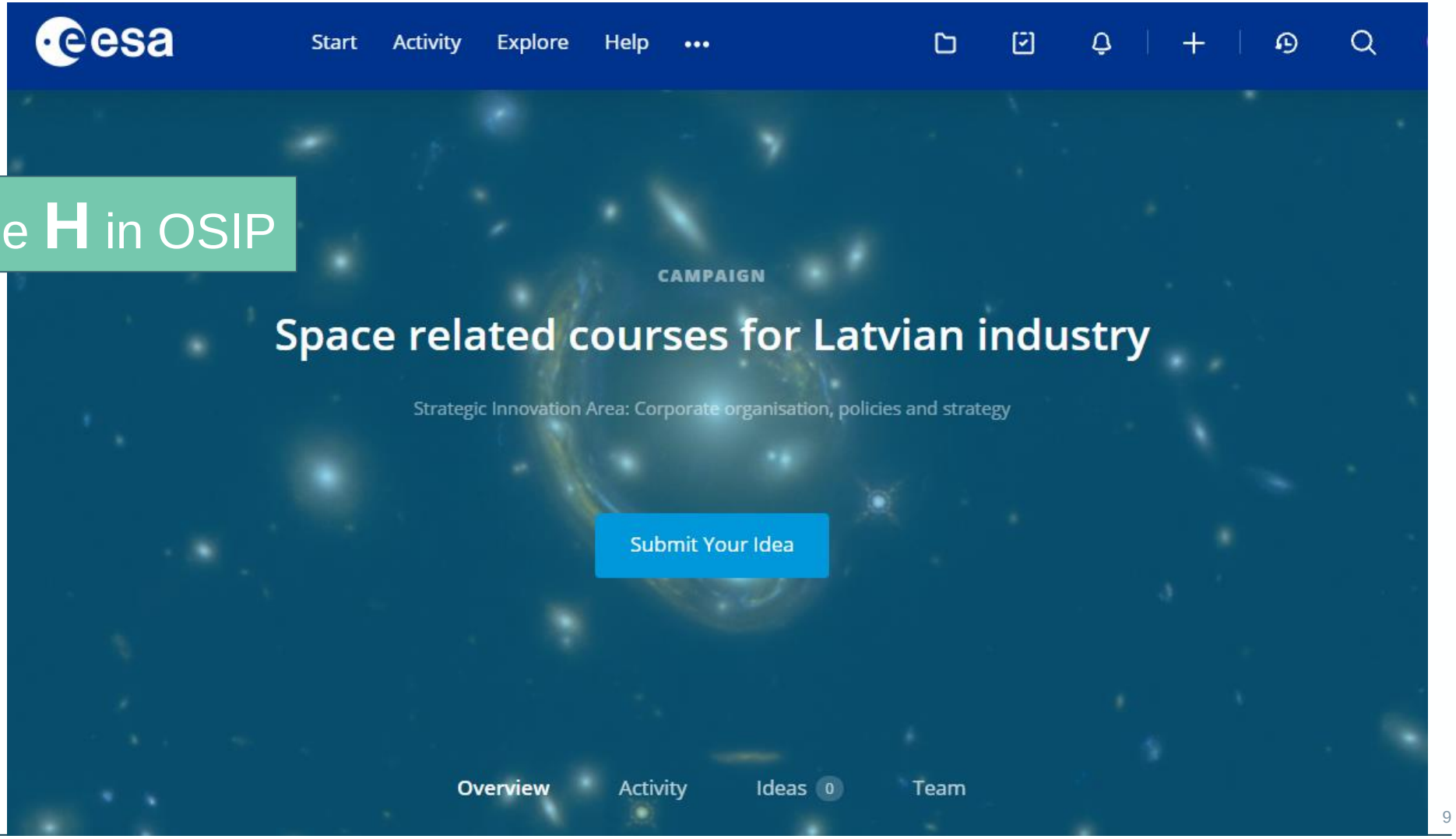
Activity type **G2** in OSIP



Open Space Innovation Platform - OSIP

Step 2: Look for the campaign of your interest (https://ideas.esa.int)

Activity type **H** in OSIP



Open Space Innovation Platform - OSIP

Step 3: Read in detail Campaign Special Conditions, Process, Evaluation Criteria, Ideas Selection and applicable documents

Overview | Activity | Ideas 0 | Team

Director of Commercial, Industr...
Sponsor

3 Followers | Following Campaig

ESA is interested in encouraging Latvian industry to improve their competenc via the use of relevant Space related training courses for their employees. Su training shall address a clear need from the Latvian Space Industry and lead development of the key space competences in Latvia.

Background

Latvia became ESA's Associate Member in July 2020. The Requesting Party Activity (RPA) Sche integral part of the Association Agreement with ESA and aims at providing support to Latvian entities to overcome market entry barriers, develop new capabilities and reach a competitive for successful participation in multinational ESA programmes.

The present opportunity is a Type H – "Space related courses" activity identified in the Second for Outline Proposals under the Requesting Party Activities (RPA) in Latvia. It aims at participa in space related courses that may contribute to the development of the national key industria space competences and the qualification of a Latvian workforce.

Campaign

The idea: This Campaign is dedicated to space related courses co-funded by the Latvia Reque Party Activities scheme. As such, your proposal (space related course) must fit in the programmatic objectives of the Scheme described in this Campaign Special Conditions below. The proposal must come from a Latvian industry's need and must contribute to development of the

Attachments

	Name	Creation Time
	OSIP Letter of Acceptance Template.doc	11/06/2020
	Co-funded research activities - Draft Contract Template.docx	11/06/2020
	OSIP-General Conditions of Participation_v1.4.pdf	09/30/2021
	OSIP-Platform-Terms-and-Conditions-vers03.docx - OSIP-Platform-Terms-and-Conditions.pdf	09/30/2021

SPECIAL CONDITIONS

1. **This Campaign is addressed only to Latvian entities.**

2. **The subject and programmatic objectives of this campaign is exclusively for PhD Theses** that correspond to a clear need from the Latvian Space Industry and would lead to a new product or service being able to be developed or a demonstrated need for deeper understanding of a current product under extreme conditions.

3. **Price:** The Idea must be submitted on a co-funded basis in line with the following conditions:

- The Agency funding must not exceed Euro 40.000;

- The Idea must be co-funded to a minimum of Euro 10.000 by the Industrial entity.

- The amount may include additional co-financing from University or Research Institute.

4. **Prime Contractorship:**

The Idea must be led by a Latvian University or Research Institute. The Latvian Industry entity must be involved as a partner in the definition of the research topic and act as technical consultant during the study as needed

G2 - PhD Theses

OSIP Campaign
Co-funding opportunities for PhD Theses in Latvia

The research idea

This Campaign is dedicated to novel research ideas in Latvia to be co-funded by the Latvia Requesting Party Activity Scheme. As such, the idea must fit in the programmatic objectives of the Scheme as described below:

- Potential benefit to Latvian industry with regards to their current and future space products and services
- Potential to secure long term academic/ industrial relations
- Potential benefit to the Student for future employment in the space sector
- Potential benefit to academia for continued research into space related topics
- Credibility of the resulting work benefiting a Latvian industry's potential involvement in an ESA Program

In particular, **the idea must come from a Latvian industry's need to conduct further research into potential future products and services** before committing to their development or the need for Latvian industry to understand the physics, chemistry or behaviours of their existing space products and services in extreme conditions/durations more deeply etc.

This Campaign is addressed only to Latvian entities.

The research partnership

The research team should be composed of

- **University or Research Institute** that will act as Legal Entity and Prime Contractor and provide the PhD supervisor
- **Industrial company**, that will co-fund the research, define the problem and act as the potential end-user of the Idea with the prospect of a viable product, application or service that fits their business plan
- A **PhD student** who will conduct the research up to the delivery of a PhD Thesis in direct coordination with the PhD supervisor, their research group and industry.

G2 - PhD Theses

OSIP Campaign
Co-funding opportunities for PhD Theses in Latvia

Programmatic Objectives

The subject and programmatic objectives of this campaign is exclusively for PhD Theses that correspond to a **clear need from the Latvian Space** Industry and would lead to a new product or service being able to be developed or a demonstrated need for deeper understanding of a current product under extreme conditions.

Price

The Idea must be submitted on a **co-funded basis** in line with the following conditions:

- The **Agency** funding must not exceed **Euro 40.000**;
- The Idea must be co-funded to a minimum of **Euro 10.000** by the **Industrial entity**.
- The amount may include additional co-financing from University or Research Institute.

Prime Contractorship

The Idea must be **led by a Latvian University or Research Institute**.

The **Latvian Industry entity** must be involved as a partner in the definition of the research topic and act as technical consultant during the study as needed. Periods of study at the Industrial entity premises are encouraged.

To apply for a PhD studentship the **PhD candidate** must:

- reside in Latvia; and
- be a citizen of the EU or of an ESA Member State.

Duration of the activity

up to 36 months

A **maximum of 3 Ideas** will be co-funded for this Campaign.

G2 - PhD Theses

Evaluation Criteria

The idea will be evaluated against the following criteria. The marking scale goes from 100 to 0. Any Idea receiving a score below 40 to one of the evaluation criteria will not be recommended by the Evaluation Board.

Criterion 1 - Technical

- Clarity of the objectives and the proposed Idea.
- Research methodology
- Novelty of the idea, stating what is new compared to published concepts, techniques or processes.
- The proposed work needs to address a not yet described or tested, but potentially feasible Idea.
- Clear and potentially significant benefit in regard to the current state of the art.
- Background and experience of the Phd Student and entities related to the particular field concerned, including adequacy of proposed facilities.
- Adequacy of the proposed partnership for the execution of the work.
- Role of the supervisor and role of Industrial entity.

Weighting Factor 50 %

Criterion 2 – Programmatic

- Potential benefit to Latvian industry with regards to their current and future space products and services
- Potential to secure long term academic/ industrial relations
- Potential benefit to the Student for future employment in the space sector
- Potential benefit to academia for continued research into space related topics
- Credibility of the resulting work benefiting a Latvian industry's potential involvement in ESA Program

Weighting Factor 50 %

H – Space related courses

OSIP Campaign
Space related courses for Latvian Industry

The Idea

The subject of this campaign is exclusively for **Space related Courses that correspond to a clear need from the Latvian industry and would lead to develop the key space competences in Latvia.**

The proposal must come from a Latvian industry's need and must contribute to development of the specific space related competences needed to increase the capabilities of the Tenderer in the space business.

The Idea should be aligned with the generic programmatic objectives of the Latvia RPA ITT.

This Campaign is addressed only to Latvian companies (including SMEs). Potential Tenderers are therefore requested to note that the Agency can only consider Proposals from companies residing in Latvia.

Prime Contractorship

This campaign is exclusively for **industry.**

Price

The total amount awarded to any one company cannot be higher than **10.000 euro** and it will be paid based on reimbursement of actual incurred costs. The reimbursement of the cost is limited to:

- Course enrolment
- Travel and accommodation
- Daily allowance

The salaries of the persons being trained shall NOT be covered by the Agency and shall be instead covered by the company as co-funding of the training.

Duration of the activity

The training must be completed within 12 months from the date of the proposal submission.

A **maximum of 5 Ideas** will be co-funded for this Campaign. A maximum of 10.000 Euro can be awarded to one company.

H – Space related courses

OSIP Campaign
Space related courses for Latvian Industry

Evaluation Criteria

Criterion 1 - Relevance with the company long term space plans (prospects of usage) and potential impact on the company's space business

- What will be the long-term impact of the training for the company
- Clear identification of the business need(s), skills required and their relationship with the training programmatic objective(s)
- The space specificity of the course
- Value for money
- Suitability of the trainee CV

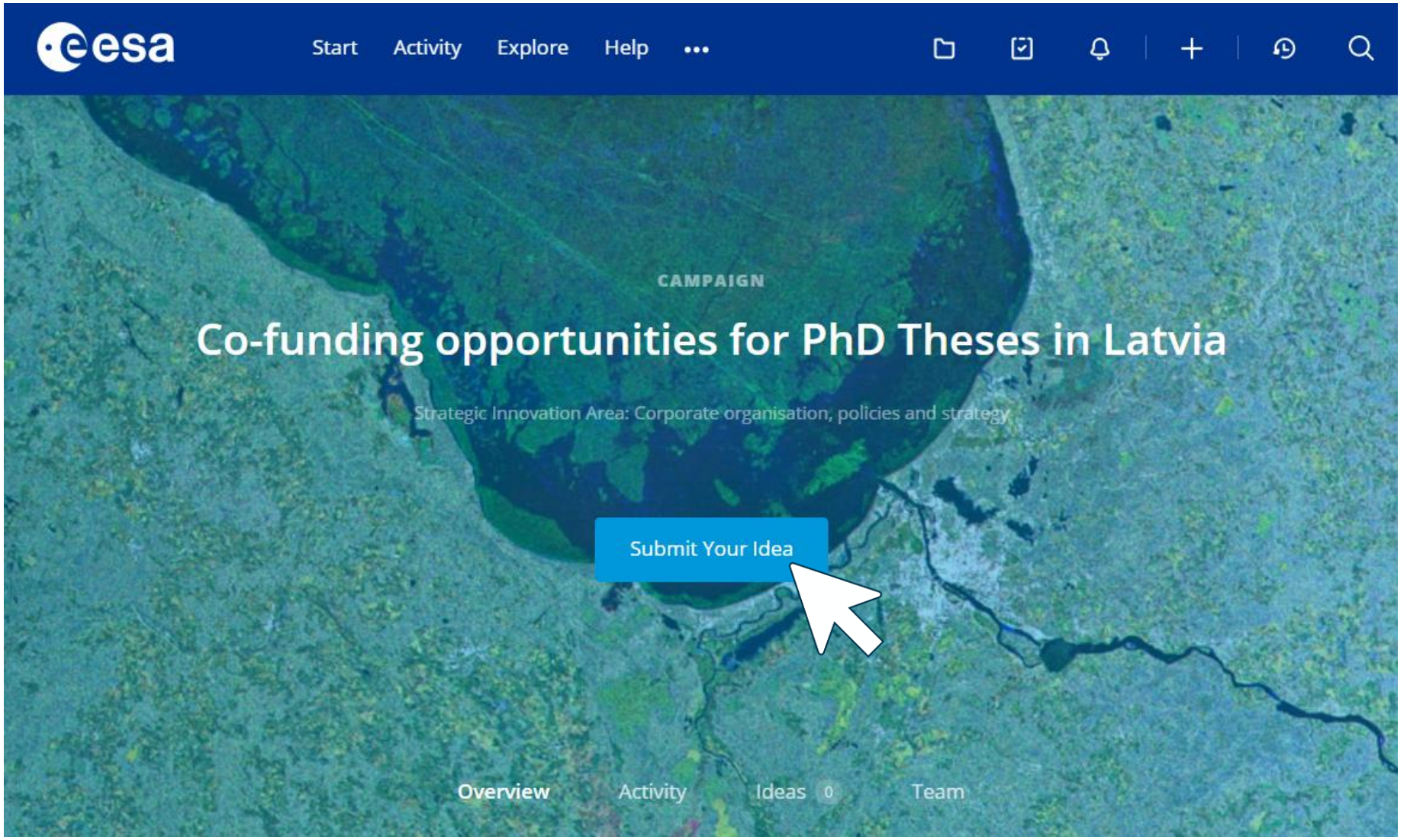
Weighting Factor 70 %

Criterion 2 – Compliance with the Purchase Order Conditions

- The proposed course/ training shall result in a satisfactory completion certificate.
- The proposal has to include a detailed, fair and reasonable cost break down
- The total price is within the indicated budget and compliant with the price type (Limit of Liability)
- The training shall be completed within 12 months from the date of submission of the proposal

Weighting Factor 30 %

Step 4: Submit your Idea directly in OSIP (**https://ideas.esa.int**)



Type G2 – how to submit your proposal

Co-funding opportunities for PhD Theses in Latvia (Type G2)

Please fill in the form below to submit your idea.

TITLE *

How to catch attention with a well-written idea title?

PICTURE

We recommend uploading a picture with a min. size of 1920 x 1080px (aspect ratio 16:9).

Drag a file here.
Upload file from your computer.

Add a diagram/ drawing to help explain what will be studied or the methodology

What is the Industry hoping the PhD will achieve?

Spend most words here:
Be clear on what work will be done.
How the problem will be addressed in a systematic manner.
Include any experiments/ lab work/ breadboards.
Show how you intended to test/ validate your results.
How will the industry be involved?

ABSTRACT *

How to write a good abstract?

OBJECTIVES *

RESEARCH IDEA AND METHODOLOGY *

Type G2 – how to submit your proposal

All just contact details…. Easy!

PRIME CONTRACTOR (ACADEMIA) *

Full name, Address and Nationality of the University/institute submitting the tender.

ESA ENTITY CODE OF PRIME CONTRACTOR *

please enter your ESA entity code (formerly also called bidder code) in the form of 10000XXXXX. In case you do not yet have an ESA Bidder code, please apply in esastar (https://esastar-emr.sso.esa.int) .

This code is necessary to be invited to any follow up activities in case your idea has been selected. For *study* and *early technology development* activities, please note that this information needs to be provided within ten working days after idea selection and that the entity code owner will be the **Prime Contractor** for any follow up activity. Not providing the ESA entity code in time will lead to idea refusal and then archiving. If you submit an idea for a *research co-sponsorship,* you can still provide this during the following phase.

PRIME CONTRACTOR CONTACT PERSON (PHD STUDENT' SUPERVISOR) *

Name, telephone number and email address of the contact person of the Prime Contractor to whom all communications relating to this Idea should be addressed.

INDUSTRIAL PARTNER *

Full name, Address and Nationality of the Company involved in the research partnership.

PHD STUDENT *

Full name, Address and Nationality of the PhD student conducting the research.

Type G2 – how to submit your proposal

PRICE FOR ESA *

Price for ESA in accordance with the funding conditions (max 40,000 Euros).

(€)

There must be industry co-funding (min 10K)
Other funding is put here, it is optional to have other funding.

INDUSTRIAL CO-FUNDING *

Industrial co-funding in accordance with the funding conditions (min 10,000 Euros).

(€)

ACADEMIC CO-FUNDING

Further academic co-funding (if any).

(€)

Justify to us why each of the team (Student, Supervisor, Industry) make a good team and convince us you can do the work and achieve the objective.

We want 2 CVs!

DURATION *

Insert total duration in months

(Months)

Industry need to fill this in.
What is the potential impact to your future space business if the objectives are achieved?
Try to quantify as much as possible.

JUSTIFICATION OF NEED AND PROSPECT FOR EXPLOITATION/USE *

See evaluation criteria 1 and 2.

BACKGROUND OF PHD STUDENT AND ADEQUACY OF RESEARCH PARTNERSHIP *

Relevant background information about the PhD student, PhD Supervisor, industrial partner and his/her affiliation and relevant experience. Rationale of the proposed Partnership (Academia/Industry/PhD student). CV of PhD Student and PhD student's supervisor should be attached.

CV OF PHD STUDENT AND PHD STUDENT'S SUPERVISOR *

Drag a file here.
Upload file from your computer.

PARTICIPANT AGREEMENT

Please confirm below that by submitting an idea to this campaign, you accept the "General Conditions of Participation in Campaigns and Channels organised by ESA in OSIP" as well as all special conditions as laid out in the Campaign overview.

☐ I accept all general and special conditions of participation

ADD TAGS

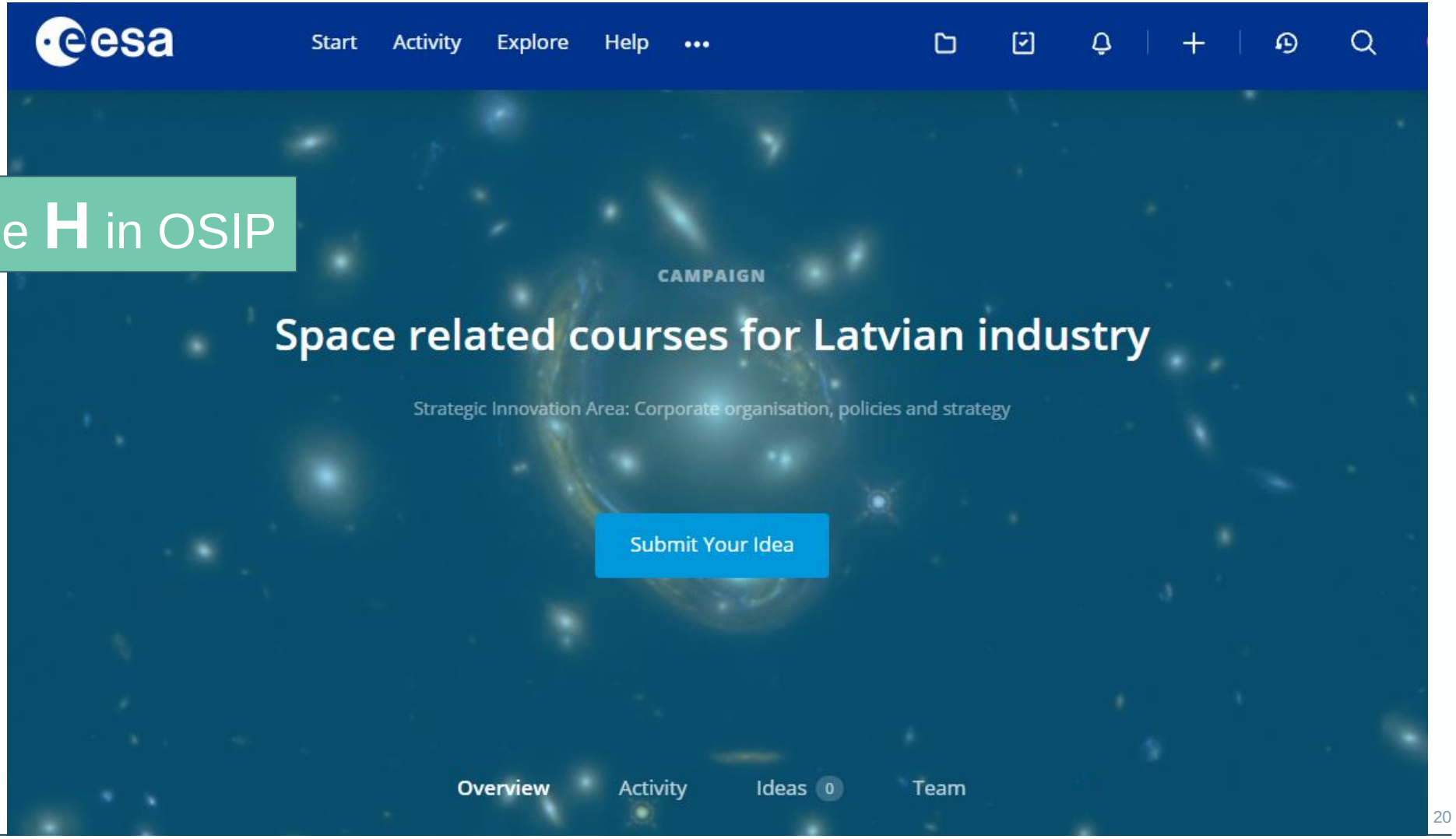
Add Tags

Submit Idea

Type H - how to submit your proposal

Step 4: Submit your Idea directly in OSIP (**https://ideas.esa.int**)

Activity type **H** in OSIP



Type H – how to submit your proposal

Space related courses for Latvian industry

Please fill in the form below to submit your idea.

TITLE *

200

How to catch attention with a well-written idea title?

PICTURE

We recommend uploading a picture with a min. size of 1920 x 1080px (aspect ratio 16:9).

Drag a file here.
Upload file from your computer.

Ignore the picture – not needed

We want to know what the training course is AND exactly what it will cover (full contents). Feel free to add documents to help.

ABSTRACT *

How to write a good abstract?

TRAINING COURSE DESCRIPTION *

TRAINING COURSE DESCRIPTION (ATTACHMENTS)

Please attach any brochure or printer material, if available.

Drag a file here.
Upload file from your computer.

Type H – how to submit your proposal

PRIME CONTRACTOR (INDUSTRY) *

Full name, Address and Nationality of the Entity submitting the tender.

ESA ENTITY CODE OF PRIME CONTRACTOR *

please enter your ESA entity code (formerly also called bidder code) in the form of 10000XXXXX. In case you do not yet have an ESA Bidder code, please apply in esastar (https://esastar-emr.sso.esa.int) .

This code is necessary to be invited to any follow up activities in case your idea has been selected. For *study* and *early technology development* activities, please note that this information needs to be provided within ten working days after idea selection and that the entity code owner will be the **Prime Contractor** for any follow up activity. Not providing the ESA entity code in time will lead to idea refusal and then archiving. If you submit an idea for a *research co-sponsorship,* you can still provide this during the following phase.

PRIME CONTRACTOR CONTACT PERSON *

Name, telephone number and email address of the contact person of the Prime Contractor to whom all communications relating to this proposal should be addressed.

For the price breakdown we want an estimate of:
- *Training course enrollment cost*
- *Travel costs to and from the training*
- *Hotel and subsistence costs*

- *Give as much detail and justification as you can. If it is an estimate – state it. The cost of the course should be a quote.*
- *Is this for 1 person or multiple, how many?, be clear*

- *Note – we do not pay salaries/ hourly rates*
- *Note2 – we will do the final reimbursement against actual expenditure.*

PRICE FOR ESA *

Price for ESA in accordance with the funding conditions (max 10,000 Euros).

(€)

PRICE BREAKDOWN AND JUSTIFICATION *

The price shall be presented broken down as follows: Course enrolment Cost, Travel and accommodation cost and Daily allowance.

TRAINING DURATION *

Insert total duration in number of days.

(Days)

Type H – how to submit your proposal

JUSTIFICATION OF NEED AND PROSPECT FOR EXPLOITATION/USE *

See evaluation criterion 1.

The most important part. Why is this course needed and how will it help the company in the medium to long term?

BACKGROUND OF TRAINEE CANDIDATE AND COMPANY *

Relevant background information about the company and potential candidate. Please include CV of the trainee candidate.

CV OF THE TRAINEE CANDIDATE

Drag a file here.
Upload file from your computer.

We are mostly interested in the current role of the person in the company and how this course fits with that/ will help that.

PARTICIPANT AGREEMENT

Please confirm below that by submitting an idea to this campaign, you accept the "General Conditions of Participation Campaigns and Channels organised by ESA on OSIP" as well as all special conditions as laid out in the Campaign overview.

☐ I accept all general and special conditions of participation

ADD TAGS

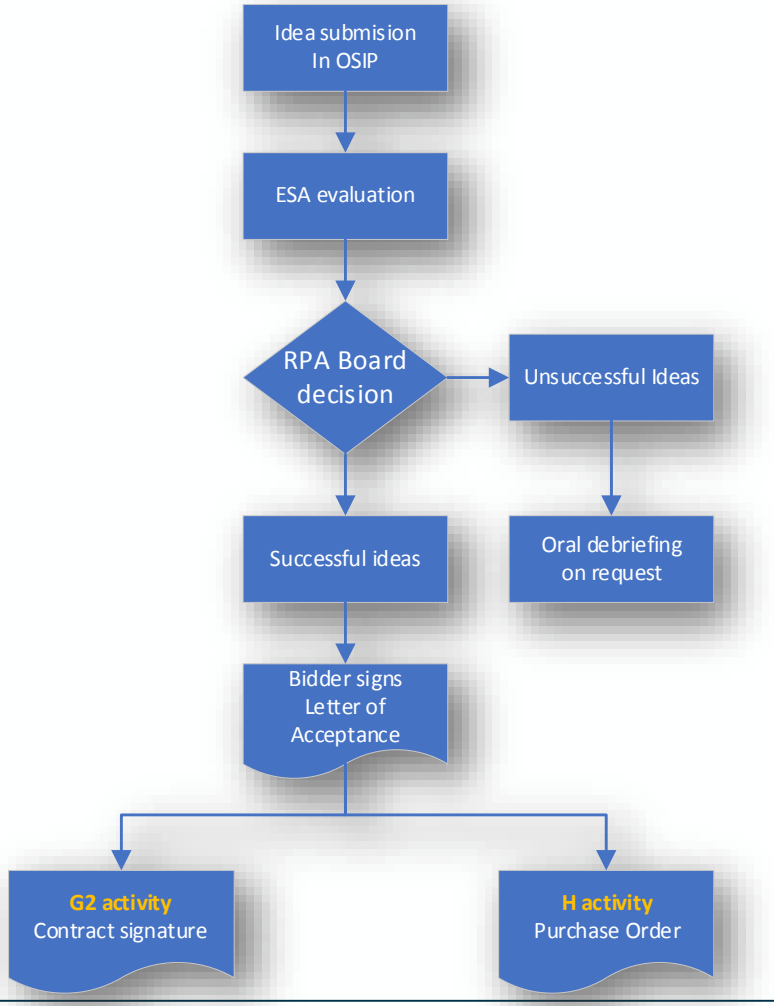
Add Tags

Submit Idea

Save as draft

Process after submission

A quick overview of
G2 and H activities process



Process after submission

Type G2

If a proposal is recommended, the University or Research Institute will be contacted by ESA to submit a signed **Letter of Acceptance,** accepting the terms and conditions of the Partnership Agreement.

The **Partnership Agreement** is the contract to be signed by the Prime Contractor and ESA.

The Draft Letter of Acceptance and the Draft Partnership Agreement will be attached to the OSIP campaign, for your information only.

Type H

If a proposal is recommended, a **Purchase Order**, a **simplified form of contract** will be signed by the Prime Contractor and ESA.

The draft Purchase Order will be attached to the OSIP campaign, for your information only.

Schedule

- Publication in esa-star Publication and OSIP
  - **1st of November 2021**
- Deadline for Submission of Outline Proposals and Ideas
  - **15th of December 2021**
- Tender Evaluation Board (TEB)
  - **24th of February 2022**
- First communications to Bidders: 4 to 6 weeks after the meeting
  - positive outcomes will be conditional to approval by ESA IPC
- First contracts
  - **April/May 2022**

Questions?

For questions related to specific projects or issues use the one-on-one sessions. In the one-on-one sessions please do not ask general questions – they are very limited in time.

?

For issues **DIRECTLY** related to this Call contact (**RPA Contract Officer**):

Email: sandy.courtois@esa.int Phone: +31 71 565 8230

For issues **NOT** related to this Call, feel free to contact:

Email: karol.brzostowski@ext.esa.int Phone: +31 71 565 6976