

OSIP Platform – Activity Type H – Space related courses (Company employee training)

CfP/5-50037/23/NL/MH

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Riga, 12/09/2023

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

**Proposals for Activity Type H (CfP/5-50037/23/NL/MH)
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
 - *E.g. a company can submit 2 type A and 1 type H activity*
- Company can **cover a max of 10,000 EUR**, ESA 40,000 EUR

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 type H** are implemented via **OSIP**
- OSIP contains all information related to **H activities process, special conditions and evaluation criteria**
- You need to **register in OSIP** to be able to see the active campaign **AND** you must **register in esa-STAR** (*light registration*) if you intend to submit your idea for activity type H in OSIP

The campaign will be open in OSIP at the same time of the LVR4 RPA call in esa-STAR, i.e.:

Opening on **19 September 2023**
Closing on **31 October 2023**

Overview of the steps

- Step 1: Register in OSIP
- Step 2: Go to the OSIP website and find the right Campaign (Latvia 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.

Overview of the steps

- ▶ **Step 1** Register in OSIP
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Open Space Innovation Platform
The platform to submit your Idea for activity types H



<https://ideas.esa.int>

Submit your Idea
Activity types H

→ ↺ 🏠 🔒 <https://ideas.esa.int/servlet/selfregistration?action=register>

Open Space Innovation Platform - OSIP



Step 2: Look for the campaign of your interest ([Open Space Innovation Platform - OSIP - Campaign: 2023 Space related courses for Latvian industry \(esa.int\)](#))

Activity type **H** in OSIP

The screenshot shows the ESA OSIP website interface. At the top is a dark blue navigation bar with the ESA logo, a 'Start' button, a menu icon, and several utility icons including a folder, a checklist, a notification bell with a red '22' badge, a plus sign, a refresh icon, a search icon, and a user profile icon with the letter 'K'. The main content area features a satellite image of a city with a river. Overlaid on this image is the text 'CAMPAIGN' in small letters, followed by a large title '2023 Space related courses for Latvian industry' with a vertical ellipsis to its left. Below the title is a subtitle 'Innovation Area: Corporate organisation, policies and strategy'. A prominent blue button labeled 'Submit Your Idea' is positioned at the bottom center. On the right side of the image, there is a vertical stack of four circular icons: a pencil, a list, a folder, and a blue circle with three vertical dots.

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

OverviewActivityIdeas 0Team



Director of Commercial, Industrial and Space Activities
Sponsor

3 Followers

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

Background

Latvia became ESA's Associate Member in July 2020. The Requesting Party Activity is an integral part of the Association Agreement with ESA and aims at providing support to entities to overcome market entry barriers, develop new capabilities and resources for successful participation in multinational ESA programmes.

The present opportunity is a Type H – “Space related courses” activity identified for Outline Proposals under the Requesting Party Activities (RPA) in Latvia. It is in space related courses that may contribute to the development of the national key industrial 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 Requesting 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

OverviewDiscussionsActivityIdeas 0Team

Attachments

Name	Added on
 General Conditions of Participation to Campaigns and Channels.pdf	Aug 28
 General Conditions of Use of the Open Space Innovation Platform.pdf	Aug 28
 Draft Purchase Order.pdf	Aug 28





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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.

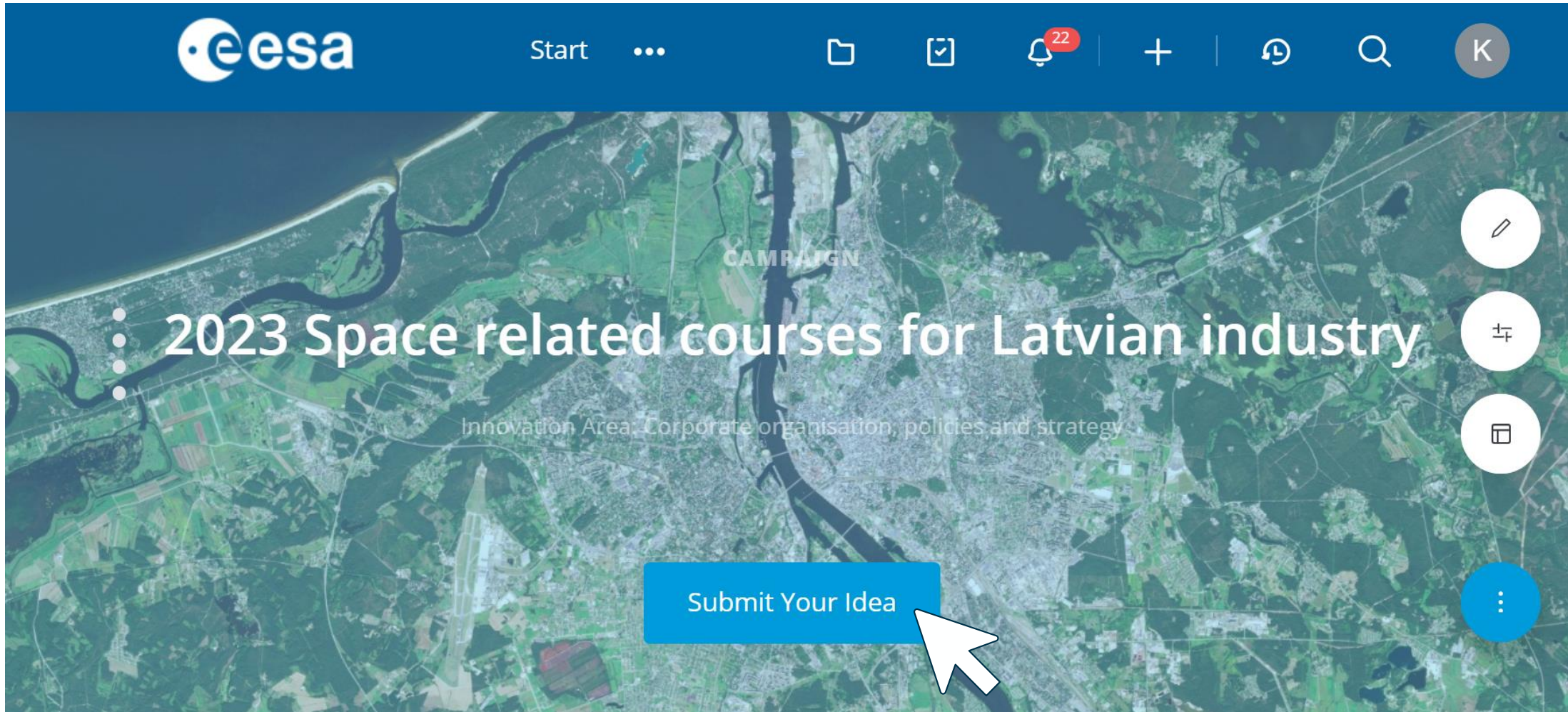
A **maximum of 5 Ideas** will be co-funded for this Campaign. A maximum of 10.000 Euro can be awarded to one company.

Space related courses for Latvian Industry

→ THE EUROPEAN SPACE AGENCY

Type H - how to submit your proposal

Step 4: Submit your Idea directly 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

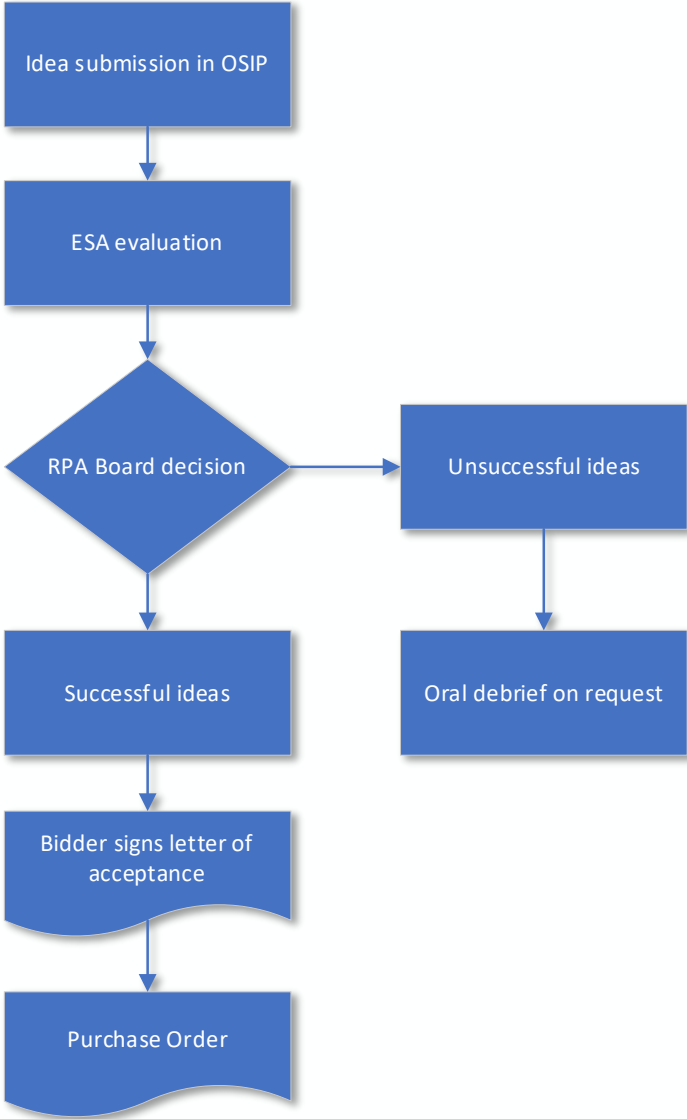
Add Tags

Submit Idea

Save as draft



A quick overview of
H activities process



Type H

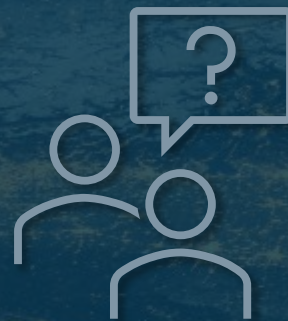
If a proposal is recommended, a **Purchase Order**, a **simplified form of contract** will be signed by the Prime Contractor and ESA.

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

What	When
Publication in esa-star Publication	19 September 2023
Deadline for submission of Ideas	31 October 2023, 13:00 hours (Amsterdam time zone)
Tender Evaluation Board (TEB) meeting	End January 2024
Programmatic review	February 2024
First communication to Bidders	4-6 weeks after the programmatic review <i>(positive outcomes will be conditional to approval by the ESA IPC)</i>
First Purchase Orders	Q2 2024

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 the **Contract Officer**:

Email: Marco.Peru@ext.esa.int

Phone: +31 71 565 5374

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

Email: Karol.Brzostowski@ext.esa.int

Phone: +31 6 4845 6263