OSIP Platform – Activity Type H – Space-related courses (Company employee training)
With CfP/5-50087/24/NL/MH

Riga, 12/06/2024

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Introduction

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

> **!** **Proposals for Activity Type H are submitted through OSIP platform (OSIP – Campaign)**

- 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 two type A and one type H activity*

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Activity Type Description

Type H – Space related courses

- Industry can apply to get cost reimbursement of participation of their employees in Space-related training courses *(e.g. soldering, inspections, etc.)* if it can be **demonstrated to be part of an industrial capability expansion plan for space**.

Constraints:

- TRL requirements: not applicable

- Expected duration: N/A

- Minimum mark for recommendation: N/A

- Price not higher than 10,000 EUR per legal entity per year (limited to the reimbursement of the course enrolment, travel and accommodation costs)

- Prime contractorship MUST be led by Industry

- Number of Type H activities to be funded: Maximum of 5 (five)

> ! ✓ The Evaluation Criteria and the procedures for submission and selection of Type H ideas are provided in detail for the specific **OSIP** campaign.

Open Space Innovation Platform (OSIP)

OSIP is an ESA platform for submission of novel ideas for space technology and applications
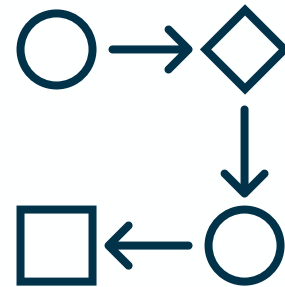
- Ideas can be submitted in response to either a **campaign** or a channel

- Due to their nature, **Latvia RPA type H activities are implemented via OSIP**

- OSIP contains all information related to **the process, special conditions and evaluation criteria of Type H activities**

- 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 Latvian RPA call in esa-STAR, i.e.:

Opening on the 24th June 2024
Closing on the 13th September 2024

OSIP – Website interface

Overview of the steps

▸ **Step 1**	Register in OSIP
▸ **Step 2**	Find the right Campaign *(2024 Space related courses for Latvian industry)*
▸ **Step 3**	Read the information provided
▸ **Step 4**	Click Submit your idea and fill out the online form and upload the few required documents
▸ **Step 5**	Click submit, sit back and wait to be informed

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OSIP – OSIP Registration

▸ **Step 1** Register in OSIP - *Self Registration (esa.int)*

OSIP – OSIP SI 2024 campaign

▸ **Step 2** Find the right Campaign - **OSIP - Campaign: 2024 Space-related courses for Latvian industry**

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OSIP – Relevant documentation

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

Director of Commercial, Industr...
Sponsor

9 Followers   Follow Campaign

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

Background

Latvia became ESA's Associate Member in July 2020. The Requesting Party Activity (RPA) Scheme is 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 level for successful participation in multinational ESA programmes.

The present opportunity is a Type H – "Space related courses" activity identified in the Fifth Fixed Call for Proposals under the Requesting Party Activity (RPA) in Latvia (see ESA CfP/5-50087/24/NL/MH/mp in esa-star Publication ↗. It aims at participation in space related courses that may contribute to the development of the national key industrial space competences and the qualification of a Latvian workforce.

Attachments

Name	Added on
📄 General Conditions of Participation to Campaigns and Channels.pdf	Jun 4
📄 General Conditions of Use of the Open Space Innovation Platform.pdf	Jun 4
📄 Draft Purchase Order and General Purchase Conditions of ESA.pdf	Jun 4
📄 Company details form.pdf	Jun 4

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 idea must contribute to the **development of the specific space related competences** of the company needed to **increase the capabilities in the space business** of the company.

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

This Campaign is addressed only to Latvian companies (including SMEs). Potential Tenderers are therefore requested to note that the Agency can only consider submissions 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 10.000 Euro can be awarded to one company.

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OSIP Campaign – Space related courses for Latvian Industry

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

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 70 %

Weighting Factor 30 %

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OSIP – Fill out the online form

▸ **Step 4** Click Submit Your Idea and fill out the online form and upload the few required documents

OSIP – Fill out the online form
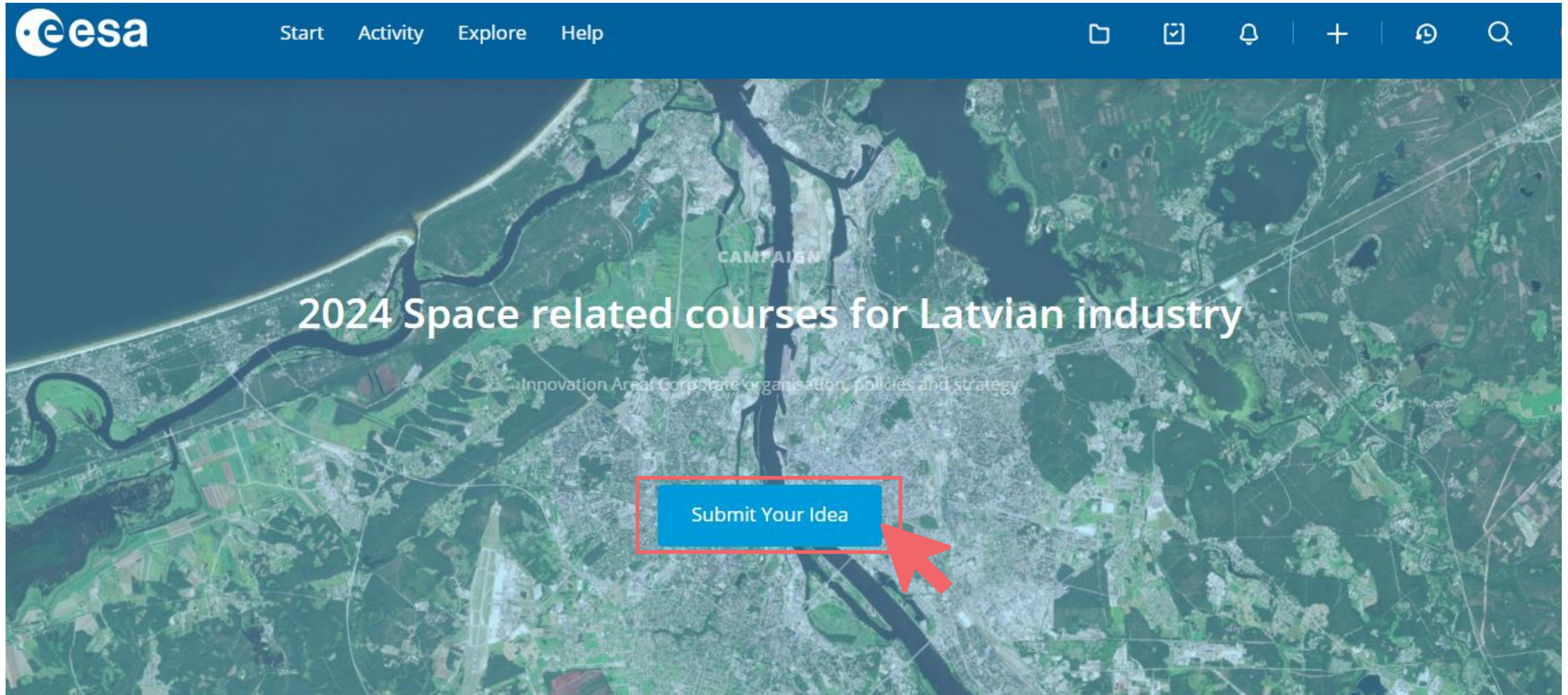
▶ **Step 4** Click Submit Your Idea and fill out the online form and upload the few required documents

2024 Space related courses for Slovenian industry

Please fill in the form below to submit your idea.

ABSTRACT *

How to write a good abstract?

TITLE *

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

TRAINING COURSE DESCRIPTION *

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

PICTURE

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

Ignore the picture – not needed

Drag a file here.
Upload file from your computer.

TRAINING COURSE DESCRIPTION (ATTACHMENTS)

Please attach any brochure or printer material, if available.

Drag a file here.
Upload file from your computer.

OSIP – Fill out the online form

▶ **Step 4** Click Submit Your Idea and fill out the online form and upload the few required documents

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 <u>ten working days</u> 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. State it if it is an estimate. The cost of the course should be a quote.
Be clear, is this for 1 person or multiple, how many, etc. ?

Note:
- We do not pay salaries / hourly rates
- 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.

See above

TRAINING DURATION *

Insert total duration in number of days.

(Days)

OSIP – Fill out the online form

▶ **Step 4** Click Submit Your Idea and fill out the online form and upload the few required documents

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

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

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 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

OSIP – Fill out the online form

▸ **Step 5** Submit Your Idea, sit back and wait to be informed

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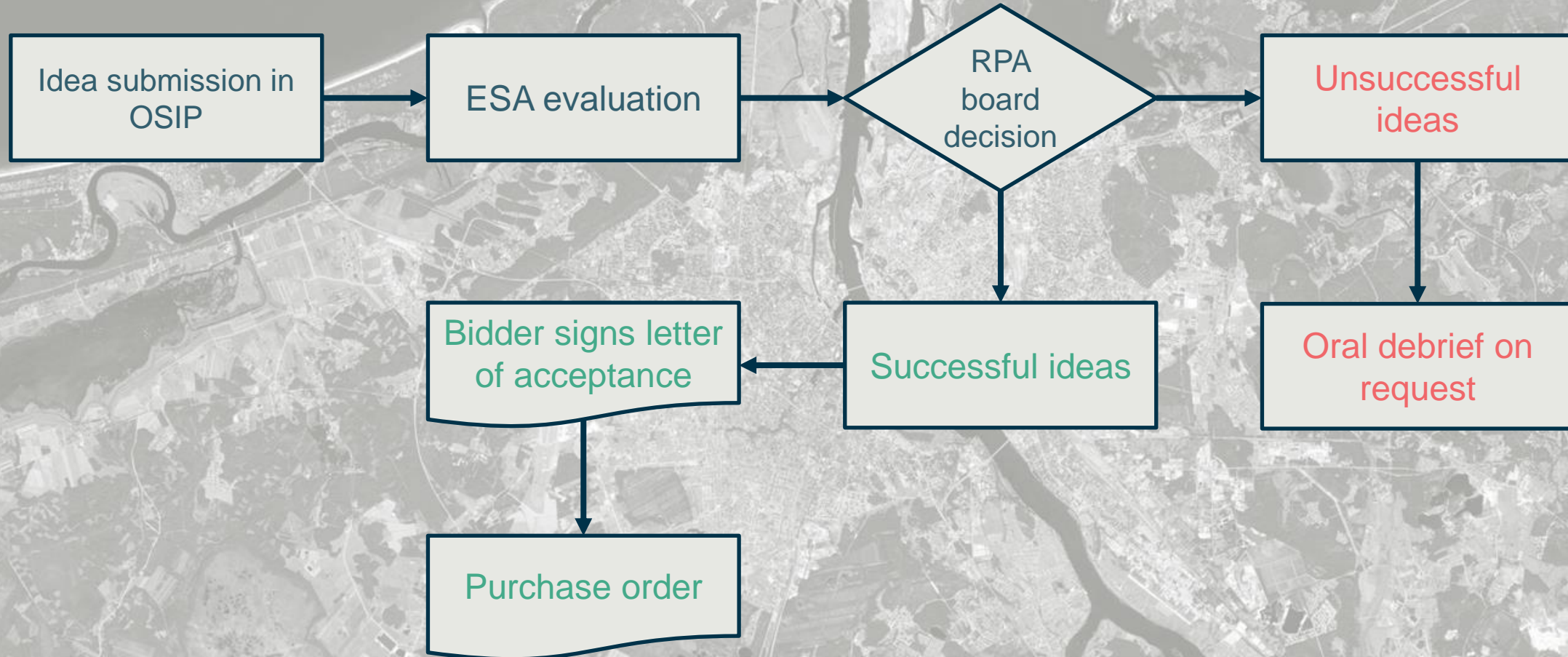
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ADD TAGS

Add Tags

Submit Idea

Save as draft

Process after submission

A quick overview of type H activities process

Idea submission in OSIP → ESA evaluation → RPA board decision → Unsuccessful ideas

RPA board decision → Successful ideas

Successful ideas → Bidder signs letter of acceptance → Purchase order

Unsuccessful ideas → Oral debrief on request

Process after submission

For type H activities

If a proposal is recommended, **a Purchase Order** and **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.

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Schedule

What	When
Publication in esa-star Publication	**24th June 2024**
Deadline for submission of Proposals	**13st September 2024, 13:00 hours** (Amsterdam time zone)
Tender Evaluation Board (TEB) meeting	November 2024
Programmatic review	November 2024
First communication to Bidders	January 2025
First contracts based on Proposals	Q1 2025

6. 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.
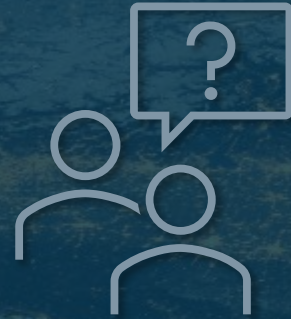
For issues **DIRECTLY** related to this Call, contact the **Contract Officer**:

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 64 845 6263