

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

CfP/5-50037/23/NL/MH

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In this presentation we try to explain the process for type 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**

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

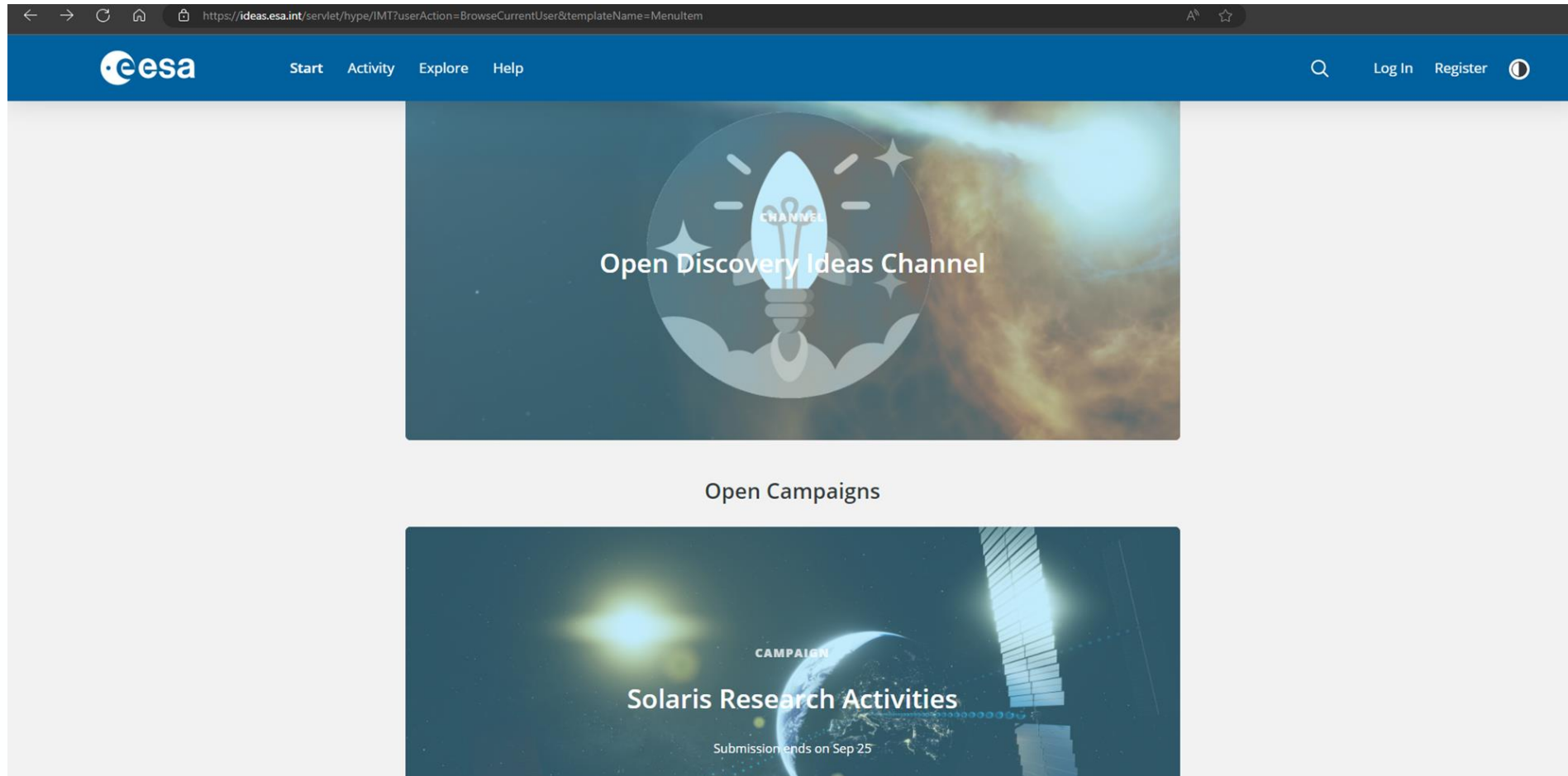
The campaign will be open in OSIP at the same time of the LVR4 RPA call in esa-STAR, i.e.:

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

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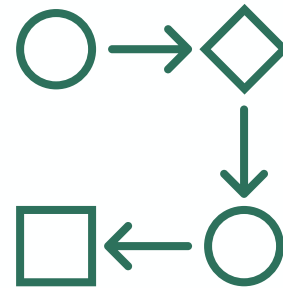
Opening on **19 September 2023**
Closing on **31 October 2023**

<https://ideas.esa.int>



Overview of the steps

- **Step 1** Register in OSIP
- **Step 2** Find the right Campaign (*Latvia type H activity*)
- **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



► **Step 1** Register in OSIP - [Self Registration \(esa.int\)](https://esa.int)

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.

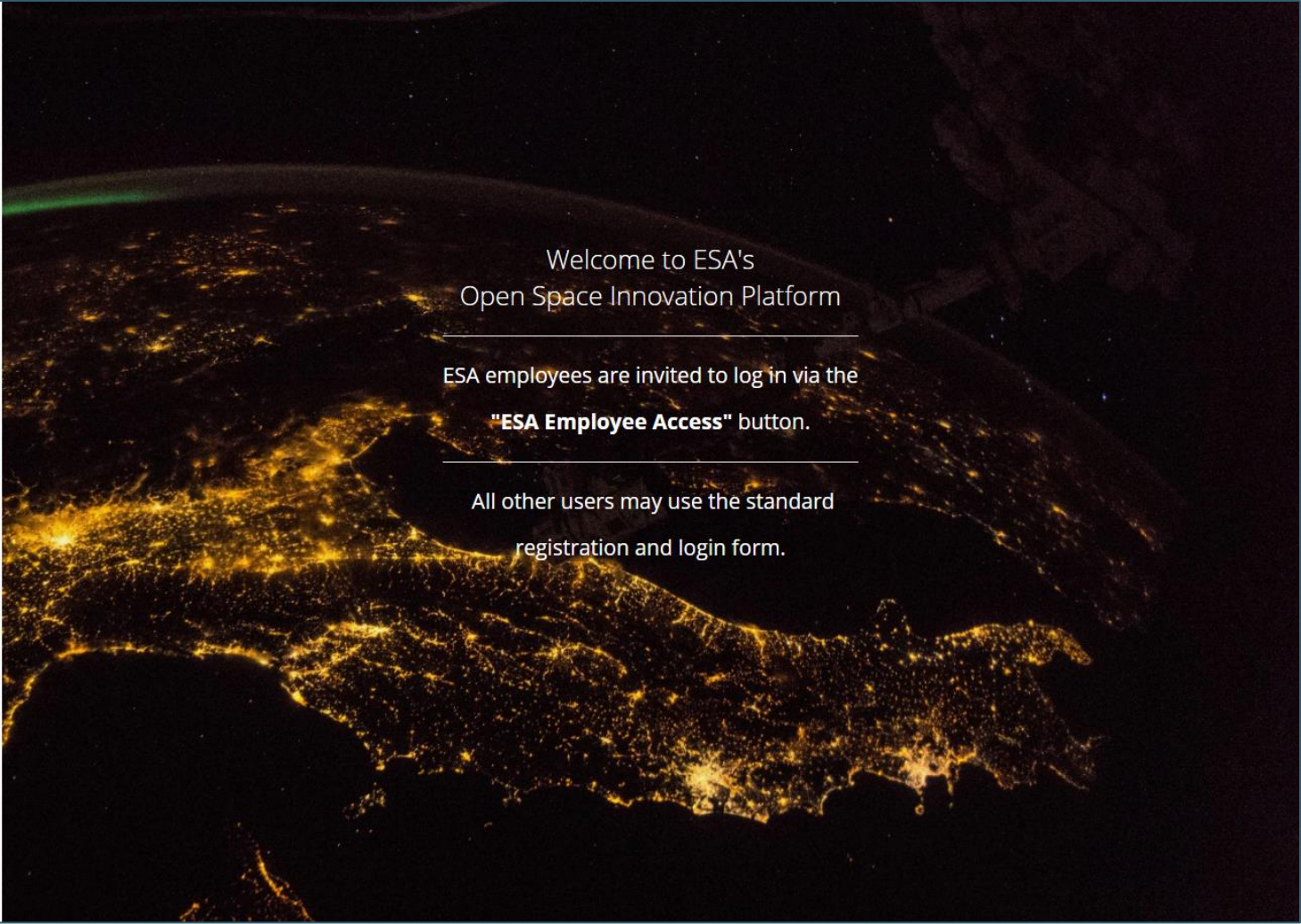
Password *

Repeat Password *

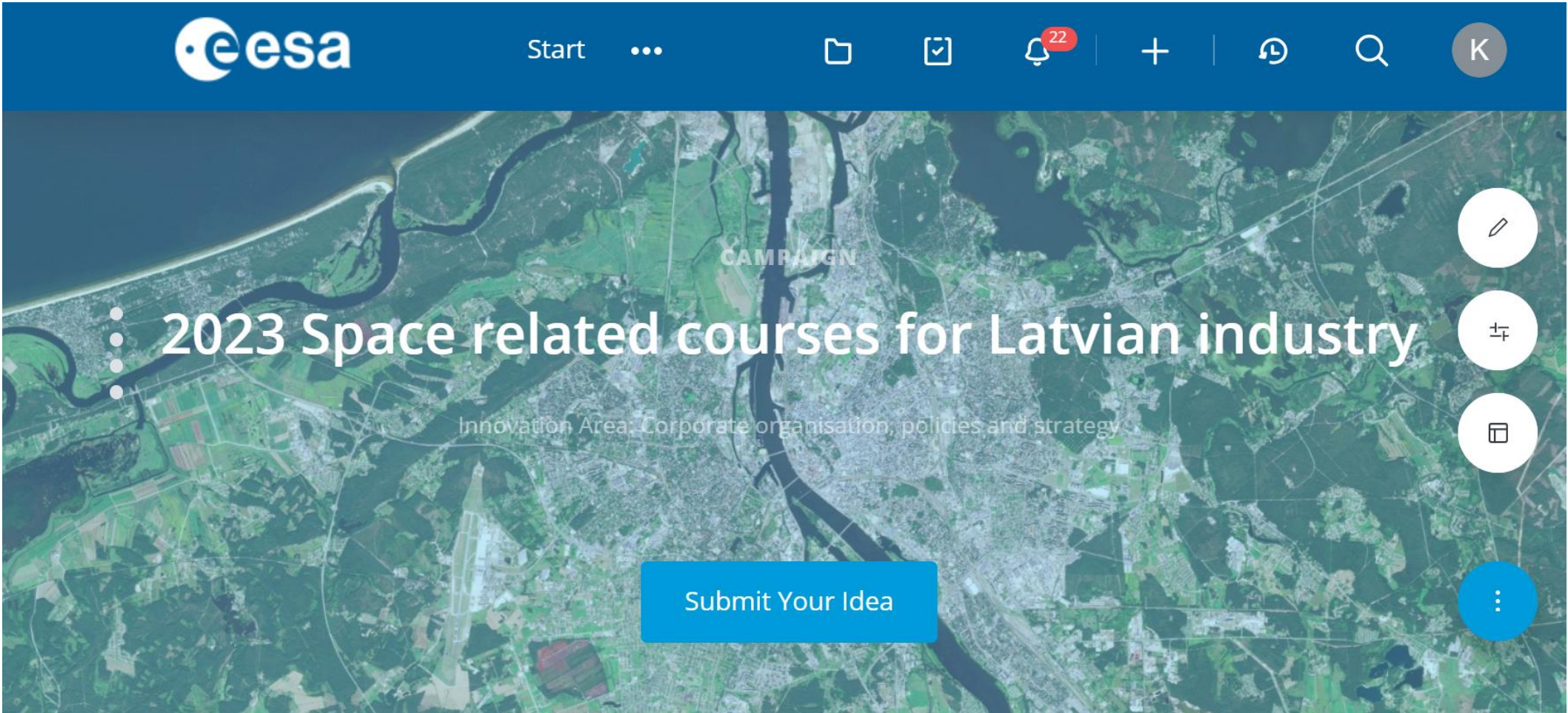
Minimum requirements for a valid password:

- Password must not contain any whitespaces.
- Password length has to be at least 8 characters.
- Password has to contain at least one letter.
- Password has to contain at least one digit.
- Password has to contain at least one upper case letter.
- Password has to contain at least one lower case letter.
- Password must not contain any of the following terms:
 - Your last name, first name or user name
 - Names of weekdays and months
 - "Password"

Affiliation Type



► **Step 2** Find the right Campaign - [OSIP - Campaign: 2023 Space related courses for Latvian industry](#)




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

Overview

Activity

Ideas 0

Team



Director of Commercial, Industr...

Sponsor

3 Followers

Following Campaign

ESA is interested in 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 Second Call for Outline Proposals under the Requesting Party Activities (RPA) in Latvia. 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.

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

Overview




Discussions

Activity

Ideas0

Team

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



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

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

Weighting Factor 70 %

Criterion 2 – Compliance with the Purchase Order Conditions

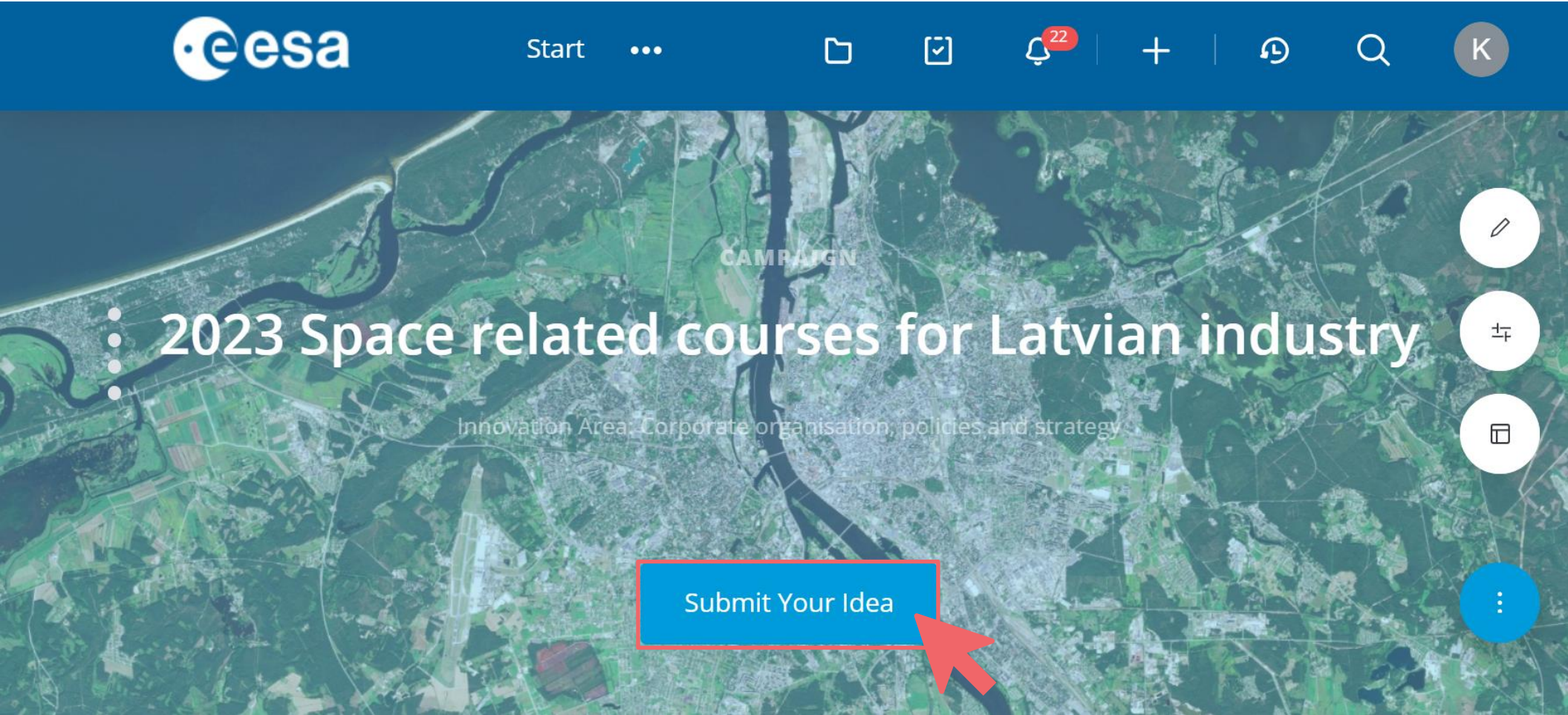
- The proposed course / training shall result in a satisfactory completion certificate.
- The proposal has to include a detailed, fair and reasonable cost break down
- The total price is within the indicated budget and compliant with the price type (Limit of Liability)
- The training shall be completed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

Weighting Factor 30 %

OSIP – Fill out the online form



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



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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).

Ignore the picture – not needed

Drag a file here.
Upload file from your computer.

ABSTRACT *

[How to write a good abstract?](#)

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).

TRAINING COURSE DESCRIPTION (ATTACHMENTS)

Please attach any brochure or printer material, if available.

Drag a file here.
Upload file from your computer.

► 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 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. 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)

► **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

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

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ADD TAGS

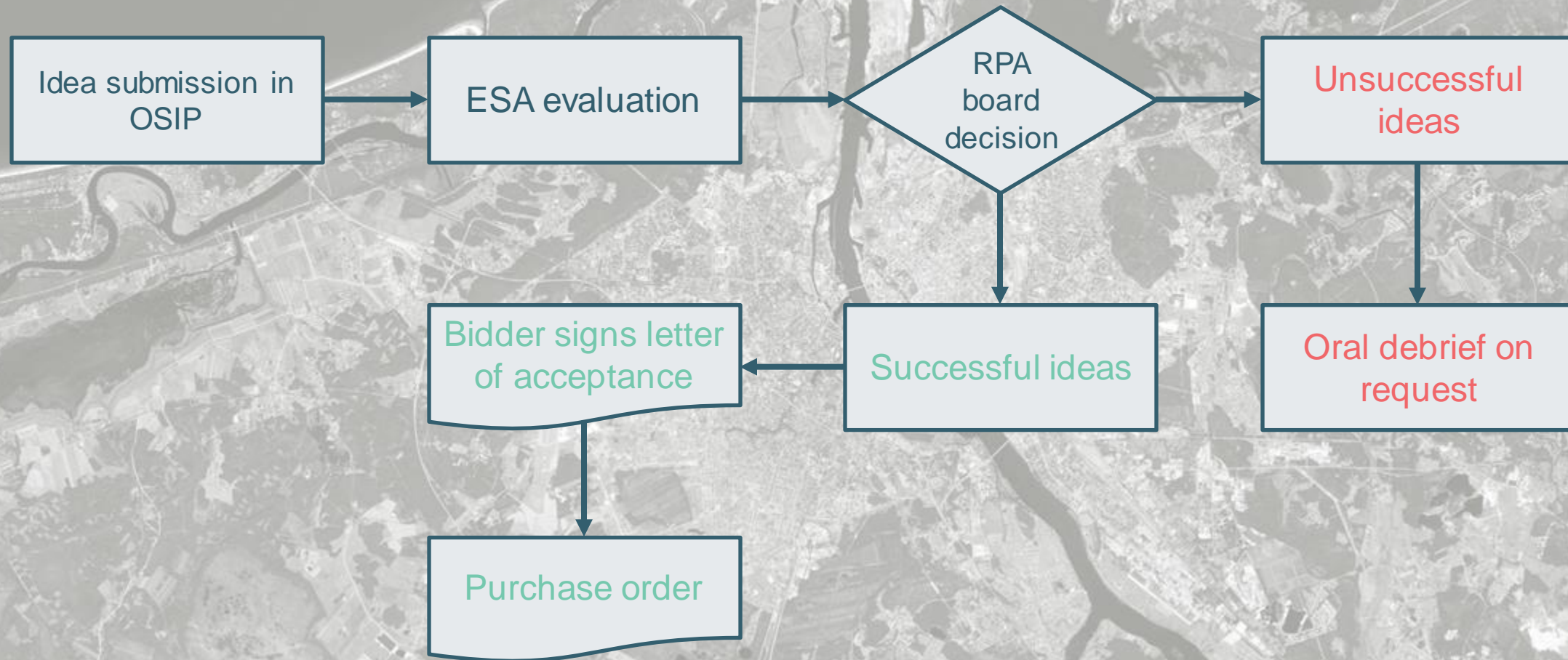
Add Tags

Submit Idea

Save as draft

Process after submission

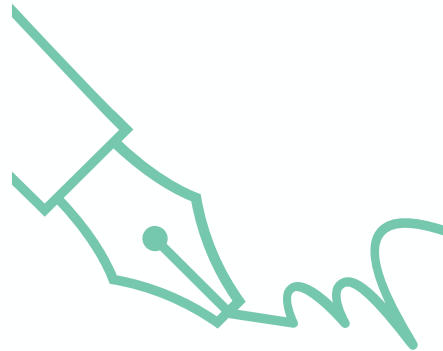
A quick overview of type H activities process



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.

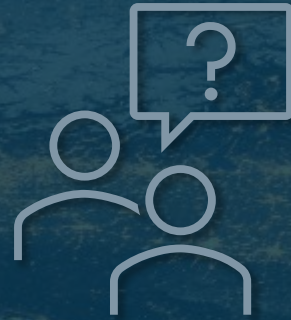
The draft Purchase Order will be attached to the OSIP campaign, for your information only.



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