

Contest rules

Ref. SJU/LC/0142-CNT

SJU Prize for SESAR Young Scientist Award 2018

07 May 2018

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1 Introduction - What do I need to know?

The Single European Sky Air Traffic Management Research and Development ("SESAR") project aims to modernise the air traffic management (ATM) in Europe and represents the technological pillar of the Single European Sky (SES). It aims to provide the European Union with a high performance air traffic control infrastructure which will enable the safe and environmentally friendly development of air transport.

The **SESAR Young Scientist Award 2018** (YSA 2018) aims to recognise young scientists with high potential contributing to the scientific research in the field of air traffic management and aviation. In addition, the award also provides a mechanism for further personal development.

The SESAR Young Scientist Award is a financial reward of the individual scientific achievements. This financial contribution or "Prize" will be awarded following a public contest.¹

The SESAR Young Scientist Award 2018 is published and managed by the SESAR Joint Undertaking and the result will be announced at its **SESAR Innovation Days** (SIDs) event, which is the main forum for dissemination of SESAR Innovative Research results and for interaction with the wider ATM research community and industry representatives.

The (up to) three short-listed applicants of the Young Scientists Award will be invited to attend the SESAR Innovation Days 2018. The SESAR JU will reimburse the short-listed participants attending the SIDs for their travel and accommodation costs related to the attendance for the entire duration of the SIDs event.²

The winner will be publicly announced at the "SESAR Innovation Days" that will take place in Austria at University of Salzburg in December 2018.

The winner will receive a prize of EUR 5000. The (up-to) three short-listed applicants will receive:

- a symbolic trophy,
- the opportunity to present their research at certain high profile SESAR events;
- the opportunity to have their work publicised via the SESAR JU communication channels;
- a written interview and article spotlighting them and their research to be posted on the SESAR JU e-news and social media;

The timeline

Milestone	Indicative timeline
Launch of the contest	07 May 2018
Deadline for the Submission of application	31 July 2018
Notification of short-listed participants with the invitation to participate in the SESAR Innovation days	End of October 2018

¹ Article 50 of the Regulation (EU) No 1290/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and Article 138 of the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union.

http://ec.europa.eu/transparency/regdoc/?fuseaction=list&n=10&adv=0&coteld=3&year=2017&number=5323&version=A LL&dateFrom=&dateTo=&serviceId=&documentType=&title=&titleLanguage=&titleSearch=EXACT&sortBy=NUMBER&sort Order=DESC.



Under this contest, "Application" means a submission of an application of a participant for the SESAR Young Scientist Award 2018 and "Participant" means a young scientist competing for the prize under the terms of this contest.

² The flight and accommodation shall be reimbursed in accordance with the Commission Decision C(2017)5323 which is available in the publicly accessible Register of Commission Documents:

2 Can I apply?

Any Young Scientist who has contributed to scientific achievements within the area of Air Traffic Management and Aviation within their

- Bachelor thesis defended not more than 18 months before the date of publication of the present Call, or
- Master thesis defended not more than 18 months before the date of publication of the present Call, or
- PhD thesis defended not more than 18 months before the date of publication of the present Call; or
 - on-going PhD,

and who are a citizen or a resident³ in an EU Member State or an Associated Country⁴ to the Horizon2020 Research and Development Framework Programme (H2020).

3 How do I apply?

There is no fee to apply to the contest.

Applications⁵ shall be submitted by email to <u>youngscientist@sesarju.eu</u>.

The **Application file** must contain the following:

- 1. <u>Application Form</u> including a description of the scientific achievements and the necessary references and details of the supervisor of the Bachelor, Master or PhD Thesis, the so-called "Supporter". (ref. Appendix A)
- 2. Declaration on honour duly filled-in and signed (ref. Appendix B).
- 3. Copy of Diplomas/student certificates.
- 4. Legal entity form⁶.
- 5. Financial Identification form⁷.
- 6. Extracts of publications/papers, recommendations and if available the Thesis⁸ referenced in the Application Form.

In case of multi-author publications, the applicant must clarify in the self-assessment of the Application Form which part of the paper was contributed to by the applicant.

http://ec.europa.eu/budget/library/contracts grants/info contracts/legal entities/legEnt indiv en.pdf.

http://ec.europa.eu/budget/library/contracts grants/info contracts/financial id/fich sign ba gb en.pdf.

The Financial Identification form shall be submitted **together with a recent bank statement OR stamped and signed by a bank representative**.

⁸ This documentation shall be directly relevant for the purpose of this contest. The SJU will not make use of the content or results of the above referred documentation other than for the purpose of assessment the applications with a view to award.



³ Evidence of residency is a residency card or equivalent.

⁴ See Footnote 12.

⁵ As well as possible requests for clarification and withdrawals of application.

⁶ Please use the form available at:

The Legal entity form shall be submitted together with a relevant supporting identification document.

⁷ Please use the form available at:

Please note that emails sent to the youngscientist@sesarju.eu functional mailbox cannot exceed 10 MB.⁹

The application email should be named as follows: YSA2018 Surname Name – Application.

Each enclosed document should be named as follows: YSA2018_Surname_Name_Number of the attachment.

Deadline for submission of applications is <u>31 July 2018</u>. Applications submitted after this deadline will not be evaluated.

4 How will my application be evaluated?

The evaluation of applications will be carried out in three consecutive phases:

- I. Administrative phase;
- II. Award phase;
- III. Post-award phase.

4.1 Administrative phase

In the Administrative phase, applications will be evaluated strictly on the basis of:

- A) exclusion,
- B) eligibility and
- C) selection criteria.

CRITERIA		Type of evaluation	Evidence
I.A	EXCLUSION criteria	Exclusion	
I.A.1	Applicant does not fall under any of the exclusion A.1 situations listed in Section I of the Declaration of Honour (Appendix B).		Declaration of Honour (signed, Appendix B)
I.B	ELIGIBILITY criteria	Eligibility	
I.B.1	Applicant defended a) Bachelor thesis not more than 18 months before the date of publication of the present Call, or b) Master thesis not more than 18 months before the date of publication of the present Call, or c) PhD thesis not more than 18 months before the date of publication of the present Call, or d) Applicant is enrolled in an on-going PhD.	YES/NO	Copy of diploma's, certificates providing evidence of being a student, etc
I.B.2	Applicant is a citizen and/or a resident¹⁰ of a: a) European Union country or	YES/NO	Copy of any: a) For EU citizens - Official

⁹ Exceptionally, the documents may be sent by reference to a download site with specific reference made in the Application form.

¹⁰ An applicant must be a citizen and/or a resident of a European Union or an Associated country to the Horizon2020 Research Framework Programme at the moment of the official announcement of the award of the prize during the SESAR Innovation days 2017, held on 28-30 November 2017.



	b) Associated country ¹¹ to the Horizon2020 Research Framework Programme		identification document; b) Non-EU citizen - Document proving your residence in the EU or an Associated Country. 12
I.C	SELECTION criteria	Selection	
I.C.1	Applicant has contributed to scientific achievements within the area of Air Traffic Management and Aviation.	YES/NO	Dully filled in and signed Application form (Appendix A)

The application which does not fulfil the exclusion, eligibility and selection criteria will not be retained for the second stage of the evaluation under the Award criteria.

4.2 Award phase

The SJU will convene an Evaluation panel of high-level experts from the SJU and/or independent experts from its Scientific Committee to perform the evaluation.¹³

The evaluation will be performed in accordance with the following scoring:

II.	AWARD Criteria	Maximum score per criterion	Evidence
II.A	Relevance to the thematic area of ATM & Aviation, as referenced in selection criterion 3	10	
II.B	Level of innovation: Scientific Depth & Progress beyond the State of the Art	30	
II.C	Scientific excellence and soundness of the selected approach	30	Ref. Application form
II.D	a) Engagement of the Applicant through European and/or international exchanges or cooperation	5	
	b) Impact through the related publications	15	
II.E	Structure, clarity and appropriateness of the written thesis	10	
	Total maximum score	100	

The Evaluation Panel will assess and mark the applications exactly as they were submitted. The Evaluation Panel may seek further evidence from the participants' nominated supporter. In exceptional cases the SJU may decide to organise hearings with shortlisted participants. The Evaluation Panel will not make any assumptions or interpretations in addition to what is in the Application.

In the application form the Applicants must provide also a self-assessment of the Award criteria reported above, and must provide clear references to all the documents they attach to the application; in fact only supporting documents expressly referenced in the Application form will be considered by the Evaluation Panel for their evaluation of each criterion.

¹¹ For the list of Associated countries, please check the latest information on the International Agreements concluded under Article 7 of the Horizon 2020 Regulation. <u>As of 01 January 2017</u>, the following countries are associated to Horizon 2020: Iceland, Norway, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia and Armenia.

¹² Evidence of residency is a residency card or equivalent.

¹³ These experts will sign an appointment letter, including a declaration of confidentiality and absence of conflict of interest before starting their evaluation work. Confidentiality rules will be adhered to at all times, before, during and after the evaluation.

The Evaluation Panel will provide the SJU Executive Director with a recommended and ranked list of the Participants in its Young Scientist Award 2018 Evaluation Report, including their recommendation of the (up to) three short-listed Applicants.

On this basis, the SJU Executive Director shall then determine the final ranked shortlist and the name of the winner of the SESAR Young Scientist Award 2018, who will be awarded a prize of EUR 5 000.

The (up to) three short-listed applicants will be invited to participate at the ceremony of the **SESAR Innovation Days**, where the final ranking of the **winner will be publicly announced.**

The SJU reserves the right not to select the winner, if no suitable applications are received or proposed by the Evaluation Panel.

4.3 What happens if I win? - Post award phase

The winner will be requested to sign an award letter accepting the prize awarded hereunder and to submit within 15 calendar days following the announcement and preceding the signature of the award letter:

- 1. Original Declaration on honour (see Appendix B).
- 2. Documentary proofs (originals and recent) specified in detail in the Declaration on Honour.14

Subject to the presentation at the SESAR Innovation Days and the verification of the post award documentation (in the table above), and within thirty (30) calendar days from the date of public award of the Prize, the SJU shall make the payment to the selected Participant bank account denominated in Euros, identified in through a duly filled in bank account form.

5 Processing of personal data

All personal data contained in the application shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council 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.

Such data shall be processed by the SJU data controller solely in connection with the implementation and follow-up of the Application of the winner, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in application of European Union legislation.

Participants may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the SJU data controller, via e-mail to sju.dpc@sesarju.eu.

Participants may, at any time, lodge a complaint against the processing of their personal data with the European Data Protection Supervisor.

The SJU shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the short-listed applicants and/or the winner
- the general purpose of the activities of the short-listed applicants and/or the winner in relation to the award of the Prize in the form of the summary provided by the short-listed applicants and/or the winner;

¹⁴ Please refer to the following web page for additional information and guidance regarding the relevant requirements and model documents under national laws of the EU Member States: http://ec.europa.eu/internal_market/publicprocurement/e-procurement/e-certis/index_en.htm



- the amount of the Prize awarded;
- the geographic location of the activities carried out.

The shortlisted Participants will be invited to the SESAR Innovation days and to the award ceremony in Austria at University of Salzburg in December 2018. The SJU may produce videos or other promotional material about the short-listed applicants, including the winner. Photos and videos taken by the SJU, either in preparation of the award ceremony or during the award ceremony, are the sole property of the SJU and the SJU has the right to publish this material on its online communication channels: website, eNews and social media.

6 Further conditions for participation

6.1 Publicity

The winner(s) should promote the prize.

Unless the SJU requests or agrees otherwise or unless it is impossible, any communication activity related to the Prize (including in electronic form, via social media, etc.) must:

- (a) display the EU emblem and
- (b) include the following text: "[This person] was a winner of the SESAR Young Scientist Award 2018 under the European Union's Horizon 2020 research and innovation programme".

For the purposes of their obligations, the winner may use the EU emblem without first obtaining approval from the EU and/or SJU. This does not, however, give it the right to exclusive use. Moreover, they may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

6.2 Applicable law

The contest is governed by the applicable Union law complemented, where necessary, by the law of Belgium. The General Court or, on appeal, the Court of Justice of the European Union, shall have sole jurisdiction to hear any dispute between the SJU and any participant concerning the interpretation, application or validity of the rules of this contest, if such dispute cannot be settled amicably.

6.3 Checks, audits and investigations

The Participants accept that, if they are awarded a Prize, the SJU, OLAF and the Court of Auditors may carry out checks and audits in relation to the contest and the received Prize.

6.4 Sanctions

By virtue of Article 212 of Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union ("Rules of Application") and with due regard to the principle of proportionality, a participant which has committed irregularities or fraud, has made false declarations shall be liable to administrative penalties consisting of exclusion from all contracts, grants and contests financed by the Union budget for a maximum of five years from the date on which the infringement is established and confirmed following a contradictory procedure with the beneficiary; and/or financial penalties ranging from 2% to 10% of the value of the Prize. In the event of another infringement within five years following the establishment of the first infringement, the period of exclusion under point (a) may be extended to 10 years and the range of the rate referred to in point (b) may be increased to 4% up to 20%.

6.5 Liability

According to Article 212 Art. 1 (iv) of the Rules of Application, the Participants shall have the sole liability in case of claims related to the activities carried out in the framework of the contest. The SJU cannot be held liable for any damage caused to the participants or to third parties as a consequence of the prize, including for gross negligence. The SJU cannot be held liable for any damage caused by any of the participants in the context of the prize.

APPENDIX A APPLICATION FORM

Application Form – SJU/LC/0142-CNT Prize for SESAR Young Scientist Award 2018

PART 1 – Participant

Participant Name	
(Last Name, First Name)	
Organisation	
Tutor Name	
(Last Name, First Name)	
Relevance with ATM & Aviation	
(max. 50 words)	
(max. 50 words)	

Thesis/PhD Title (relevant access to complete material to be provided)	
Thesis/PhD Domain	
URL (if available)	
Executive Summary (max. 300 words)	

	AWARD Criteria	Applicant Self Assessment including explanations (max 50 words)	Documents Ref ID. (see table below)
II.A	Relevance to the thematic area of ATM & Aviation, as referenced in selection criterion 3		
II.B	Level of innovation: Scientific Depth & Progress beyond the State of the Art		
II.C	Scientific excellence and soundness of the selected approach		
II.D	a) Engagement of the Applicant through European and/or international exchanges or cooperationb) Impact through the related publications		
II.E	Structure, clarity and appropriateness of the written thesis		

Reference documents

Ref ID	Document title
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

PART 2 - Supporter / Supervisor

Supporter Name	
(A suitable supervising person)	
(Last Name, First Name)	
Supporter Contact Details	
(Organisation, Postal Address, Email,	
Telephone)	
Supporter Relationship	
(Link to the participant, max 40 words)	
Supporter Recommendation	
(max. 100 words)	

APPENDIX B DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

The undersigned [insert name of the signatory of this form], born on [XX/YY/MMMM], resident at [insert address], ID or passport number: [insert number]

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

A	declares that the above-mentioned person is in one of the following situations:	YES	NO
a)	it 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 national legislation or regulations;		
b)	it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;		
c)	it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes 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 and selection criteria or in the performance of a contract;		
	(ii) entering into agreement with other persons with the aim of distorting competition;		
	(iii) violating intellectual property rights;		
	(iv) attempting to influence the decision-making process of the contracting authority 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 judgement that the person is guilty of the following:		
	(i) fraud, within the meaning of 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 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article		

	2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	
	(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	
	(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	
	(v) terrorist-related 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 forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	
e)	the person has shown significant deficiencies in complying with the main obligations in the performance of a contract 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 person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	
g)	for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the participant is subject to: i.facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, 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 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.decisions of the ECB, the EIB, the European Investment Fund or international organisations; iv.decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or v.decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.	

II - GROUNDS FOR REJECTION FROM THIS PROCEDURE

h)	declares that the above-mentioned person has distorted competition by being previously involved in the preparation of contest documents for this contest	YES	NO

III - REMEDIAL MEASURES

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

- declares that [[he][she]:
- has no conflict of interest in connection with the contest; a conflict of interest could arise
 in particular as a result of economic interests, political or national affinity, family,
 emotional life or any other shared interest;
- j) will inform the SJU, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- k) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the prize;
- provided accurate, sincere and complete information to the contracting authority within the context of this contest;
- > acknowledges that [[he][she] may be subject to administrative and financial penalties¹⁵ if any of the declarations or information provided prove to be false.
- In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the SJU:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax and social security contributions.

Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a

As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation



solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

IV - SELECTION CRITERIA

A	declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the contest rules:	YES	NO	N/A
(a)	It fulfills the applicable selection criteria as specified in Section 5.1 of the Contest Rules			

VII – EVIDENCE FOR SELECTION AND AWARD CRITERIA

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the Contest Rules upon request, without delay and within the time limits specified in the Contest Rules.

The signatory declares that all the information stated in the Application form SJU/LC/0142-CNT 'Prize for SESAR Young Scientist Award' is true and correct.

Full name	Date	Signature