

QUESTIONS AND ANSWERS RELATED TO CALL REF. SJU/LC/0087-CFP

SESAR Integrated Remotely Piloted Air System Demonstration Activities

Date: 14th May 2013

N°	Subject	Reference in corresponding call documentation	Questions	Answers
1	Participation of consortia in this procedure 04/03/2013	Technical Specifications –Section 2.4 -	<p>Could you please clarify the definition of “one RPAS flight operator”?</p> <p>Could RPAS operators be companies offering services, RPAS constructors and RPAS research institutions with operational experience?</p>	<p>A “RPAS Flight Operator” is meant as an entity able to implement unmanned aircraft system flights from a legally certified platform and with a legally licensed team. This entity may for example be a public or private company, a RPAS manufacturer, a RPAS research centre, etc..</p> <p>The “RPAS Flight Operator” has to demonstrate that it has the research and demonstration tools’ capacity and the associated certified platform required to execute the proposed project. For this purpose, as per Section 4.3.3 of the technical Specifications, the “RPAS Flight Operator” shall provide:</p> <ul style="list-style-type: none"> - The curriculum vitae for each of the key members of staff who will work on the project being proposed; - For pilot and air traffic controllers involved in the airborne demonstration activities, a statement of the Consortium confirming that they are legally licensed to perform the activities; and - A description of the facilities and/or technical infrastructure to be used for the project being proposed, etc.), taking in particular into account the different phases of the project.

2	Participation of consortia in this procedure 04/03/2013	Technical Specifications –Section 2.4 -	Are the SJU members allowed to participate to this procurement procedure as members of the Consortia submitting bids?	SJU members are allowed to participate to this call for proposal.
3	Expected content of the Demonstration Activities 04/03/2013	Technical Specifications –Section 3.1 -	Shall the demonstration activities take place in non-segregated airspace or it is sufficient to analyse the applicability of results to non-segregated airspace?	In line with Section 3.1, the demonstration activities should preferably be performed in non-segregated airspace. This aspect of the projects will be evaluated under the third award criteria (see Section 4.3.4 of the Technical Specifications).
4	SESAR Programme Participation 04/03/2013	General	Some members of our association would like to participate to this procurement procedure, but would like to know, who is involved already in the SESAR Programme. Could you share this information with us?	Please find below two links to our website, which should answer to your question: http://www.sesarju.eu/players http://www.sesarju.eu/about/procurement
5	Used terminology 04/03/2013	Technical Specifications – Annexe I -	The terminology and abbreviations used in the call for proposal do not respect the official abbreviations for unmanned aircrafts. Could you please update the call for proposal accordingly?	No update of the call for proposal shall be done at this stage on this matter.

6	SESAR Programme Participation 04/03/2013	General	Our organisation would be interested to participate in a project under this call for proposal as we have both theoretical and experimental backgrounds to act as a reliable partner in a Consortium and to execute our part of works at high level. Could you please send our offer to other entities intrested in submitting an offer in response to this call?	The SJU does not know the names of the entities interested in submitting an offer to this call.
7	Information Meeting 04/03/2013	General	Several companies and laboratories of our research cluster are interested in submitting a proposal in response to call for proposals. We are planning to organise an Information Day to support them and foster networking. Would there be a possibility for a SJU officer to participate to this event and present the context and objectives of this call, as well as expectations, best practices and recommendations to increase the quality of the proposals?	The SJU decided to organise an Information Meeting at its premises (100, avenue de Cortenbergh – 1000 Brussels – Belgium) on 18 March 2013 from 11:00 to 14:00. Participation to this event is open to any interested entity without prior registration.
8	Expected content of the Demonstration Activities 04/03/2013	Technical Specifications – Sections 3.1 and 4.3.4 -	Can you please advise us as to whether a system that we are developing is suitable for the SESAR RPAS demonstration programme and confirm whether our system fits the criteria necessary to submit a SESAR RPAS demonstration proposal?	Technical Specifications attached to call for proposal ref. SJU/LC/0087-CFP, in particular Sections 3.1 (<i>“Expected content of the Demonstration activities”</i>) and 4.3.4 (<i>“Assessment in light of award criteria”</i>), detail the criteria that a project shall meet in order to participate to this procedure.

9	Organisation of an Information Day 04/03/2013	General	We would like to receive more information and clarifications on the contents of this call for proposal, in particular with regards to SJU's objectives and expectations. Could the SJU organise an " <i>information day</i> " in which industries can have more information on the call and the possibility to directly interact with the SESAR Joint Undertaking.	In accordance with the corrigendum dated 28 February 2013 published on the SJU procurement website, an Information Meeting is organised at the SJU (100, avenue de Cortenbergh – 1000 Brussels – Belgium) on 18 March 2013 from 11:00 to 14:00.
10	Request for extension of deadline 04/03/2013	General	The organisation of a Consortium and definition of a project requires some time. Therefore, we kindly ask you to consider an extension of the submission deadline.	In consideration of the interest shown for this activity and these elements, the SJU decided to extend the deadline for submission of the proposals in response to this call to 31 May 2013 at 15:00 (Brussels time).
12	Participation of consortia in this procedure 04/03/2013	Technical Specifications –Section 2.4 -	Please provide us with the exact definition of " <i>RPAS Flight Operator</i> " to be inserted in the Consortium.	Please see answer to question 1 above.
13	Participation of consortia in this procedure 04/03/2013	Technical Specifications –Section 2.4 -	We would like to know if different entities of our industrial group can bid separately to the RPAS call under different projects or do we have to designate one single contractual representative?	Different entities of one industrial group can bid separately to the RPAS call under different projects.
14	Participation of consortia in this procedure 04/03/2013	Technical Specifications –Section 2.4 -	Can an entity be the leader of two or more consortia?	One entity can be the leader of two or more consortia.
15	Available budget 04/03/2013	Technical Specifications –Section 2.4 -	Is the mentioned 10 projects a fixed number, or may the SJU decide to contract a smaller number of projects? In case the SJU may contract less projects, what would be the criterion for ranking the proposals – assuming the requested budget per proposal may exceed four hundred thousand euro ?	In accordance with Section 2.4 of the Technical Specifications, the total maximum budget of co-financing under this call is €4.000.000,00. Indicatively 10 projects for a maximum co-financing of €500.000,00 per project are expected to be selected. After evaluation of these proposals as per Section 4 of the Technical Specifications and, in particular in light of the award criteria listed in Section 4.3.4, the SJU may

				decide to award more or less projects depending on the number of proposals received and the requested level of co-financing.
16	Purpose, scope, and objectives of the project 04/03/2013	Section 4.1 - Annexe II Technical Proposal Template -	The description of what is expected to be provided seems to be related to a different demonstration topic. Could you please confirm that subparagraphs (1) and (2) are not referring to the applicable Specification file (SESAR Integrated Remotely Piloted Air System Demonstration Activities – Technical Specifications for SJU/LC/0087 -CFP)?	We confirm that there is a clerical mistake in Section 4.1 subparagraphs (1) and (2) of Annexe II. An updated version of this Annexe is now available on the SJU website.
17	Consortium composition 18/03/2013	Technical Specifications -Section 2.4 -	Does an ANSP have to be included in the project as Consortium Member?	As stated in Section 2.4 of the Technical Specifications, only a consortium composed of at least two independent legal entities, with a minimum of one RPAS flight operator and one ANSP connected to the relevant regulatory authorities, can participate in the project.
18	Expected content of the Demonstration Activities 18/03/2013	Technical Specifications – Section 3.1 -	Can both civil and military projects be taken into consideration?	The RPAS project should mainly focus on civil ATM issues (i.e., regular air traffic, non-segregated airspace) but may include some military components and/or based on a public unmanned a/c operation, when duly justified by the Project objectives.
19	Participation of bidders from third countries to this call 18/03/2013	Technical Specifications – Section 2.4 -	May legal entities established in non-EU member States in this call for proposal?	The participation rules of FP7 Programme apply to this call for proposal. In addition, it is reminded that the proposals shall comply with the provisions defined in <ul style="list-style-type: none"> - Section 1.1 and in particular: “The Demonstration Activities shall: be relevant at European scale· be performed in European Union and/or Eurocontrol member States;” - and in addition Section 2.4: ” at least one Air Navigation Service Provider (“ANSP”) which shall, as far as possible, ensure the connections with the relevant regulatory authorities”.
20	Subcontracting	Technical	Can both RPAS flight operator and ANSP be involved as	At least one RPAS flight operator and one ANSP must

	18/03/2013	Specifications – Section 2.5 -	subcontractor instead of Consortium Member?	compose the Consortium. In case, several RPAS flight operators and ANSPs are involved in the Project, other RPAS flight operator and ANSP than the minimum consortium members may be involved as subcontractors.
21	Link with other EU projects 18/03/2013	General	Is there a link between this call for proposal and other EASA/ EDA activities?	This call for proposal does not have any direct link with EASA/EDA activities.
22	Deliverables 18/03/2013	Technical Specifications – Section 3.2.1 -	Could you please clarify the definition of “ <i>Communication Strategy</i> ”?	“ <i>Communication Strategy</i> ” refers to the way the Consortium will promote of the activities and outcomes of the Project. It will be used by the Consortium as a guiding document throughout the project’s implementation phase and include information on objectives, audiences, messages, tools and budget available.
23	Expected content of the Demonstration Activities 18/03/2013	Technical Specifications – Section 3.1 -	What “ <i>pre-operational demonstration</i> ” means?	The Projects to be selected as a result of this call must be designed to prove and demonstrate the viability of new technologies and associated procedures that offer a potential benefit to Air Traffic Management System at European level.
24	Expected content of the Demonstration Activities 18/03/2013	Technical Specifications – Section 3.1 -	Does this project aim at flight trials only?	No, but flight trials shall allow the selected consortium to draw conclusions as to the feasibility and desirability of RPAS operations in non-segregated airspace under the project conditions.
25	Relevance of the project 18/03/2013	Technical Specifications – Section 1.1 -	Could you please clarify the definition of “ <i>European scale</i> ”?	SESAR is the technological pillar of the Single European Sky, which is a European Commission initiative for a more efficient design, management and regulation of the airspace throughout the European Union and ECAC Member States. The concept “European scale” is in this context.
26	Expected content	Technical	Is it required to use more than one aircraft for the	The use of more than one aircraft for the demonstrations

	of the Demonstration Activities 18/03/2013	Specifications – Section 3.1 -	demonstrations?	is not required.
27	Expected content of the Demonstration Activities 18/03/2013	Technical Specifications – Section 3.1 -	What type of the aircraft is required to use for the demonstrations? Could it be optionally piloted aircraft?	It is possible to use unmanned aircraft with a pilot on board, with no intervention of aircrew during the demonstration(s), but for safety reasons. This shall be clearly stated in the proposal and verifiable in case of award.
28	Expected content of the Demonstration Activities 18/03/2013	Technical Specifications – Section 3.1 -	Do all the aircraft used for the demonstrations have to be of the same size?	The size of the aircraft used for the demonstration flights will depend on the objectives of the proposals to be submitted by the Consortia.
29	Expected content of the Demonstration Activities 18/03/2013	Technical Specifications – Section 3.1 -	Are there any safety assessments required to this project?	The aircraft and piloting force used for the demonstration have to be certified or be in possession of the necessary “authorizations”, in order to guarantee the requested safety level during the demonstration flights. The responsibility for fulfilling of this condition lies upon the interested parties.
30	Time schedule and duration of the Projects 18/03/2013	Technical Specifications – Section 2.3 -	Is the timeframe for the demonstrations and the project itself final?	Due to the duration of the SJU, the maximum duration of the project (i.e., maximum 24 months from the date of the Kick-Off meeting of the project) cannot be changed.
31	Time schedule and duration of the Projects 18/03/2013	Technical Specifications - Section 2.3 -	Can the timeframe of the Projects be shorter than 24 months? Will the timeframe be taken into consideration during the evaluation of the Project?	The timeframe of the demonstration project has to be reasonable and allow for a successful execution of the demonstration activities. This aspect of the proposal will be assessed under the first award criterion i.e. <i>“Consortium organisation, <u>planning</u>, resources made available, level of involvement of stakeholders in different aircraft/flight environments”</i>
32	Submission of the proposals 18/03/2013	Invitation to submit a proposal - Section 3 -	Is there any online submission of the proposal possible?	The SJU does not have any online proposal submission system in place. Please consider carefully the deadlines and instructions set forth in the Invitation to submit a

				proposal. In particular, please note that <u>the deadline for reception of the proposals at the SJU premises is 31 May 2013 at 15:00.</u>
33	Assessment of the proposals and award of co-financing agreements 18/03/2013	Technical Specifications -Section 4-	If, as a result of this call, the SJU receives two or more projects similar and very promising, may co-financing agreements be awarded to all of those projects?	Co-financing agreements may be awarded to similar projects as a result of the evaluation process and, in particular, in light of the scores reached by these proposals under each award criterion as set under Section 4.3.4 of the Technical Specifications.
34	Maximum number of proposals per consortium 18/03/2013	General	Is there any limitation of number of the proposals coming from one Consortium?	There is no limitation on the number of proposals to be submitted by one Consortium. Nevertheless, if it would appear in the evaluation process that the different proposals can be considered components of one single project, the SJU may consider rejecting all proposals, accepting all proposals as one single project for the maximum amount of co-financing established in the Technical Specifications or taking any necessary action to protect the financial interests of the EU.
35	Format of the proposal 18/03/2013	Invitation to submit a proposal –Sections 6 & 7-	Can the proposal include for example a video to provide more concrete details on the bid?	Each proposal shall follow strictly the format described in Sections 6 and 7 of the Invitation to submit a proposal. Only the written information will formally be assessed under this procedure. Nevertheless, the bidder may submit additional information in the form of a video, provided that a clear reference to this material is made in the proposal and that the content of the video is summarised in writing in the proposal (e.g. slides).
36	Evaluation process 18/03/2013	Technical Specifications –Section 4-	How is the feasibility of the project being assessed?	The feasibility of the project will be assessed by a board of independent experts chaired by the SJU in light of award criteria 1, 2 and 3 as defined in Section 4 of the Technical Specifications.
37	General 18/03/2013	General	How will the proposed RPAS technologies and related procedures be considered in the future?	The implementation and/or further development of the proposed RPAS technology and related procedure depends on its added value for on-going R&D ATM

				activities and on the benefits they would achieve in case of implementation. In addition, in accordance with the Technical Specifications and draft co-financing agreement, the results of the demonstrations activities performed will be disseminated in accordance with the communication plans of each proposal and the final publishable report of the project.
38	Expected content of the Demonstration Activities 18/03/2013	Technical Specifications – Section 3.1 -	As RPAS can be used in different ways, should the proposal be focused on general use or on some specific area?	The proposal should achieve as far as possible the objectives defined in Section 1.1 of the Technical Specifications.
39	Available budget 18/03/2013	Technical Specifications –Section 2.2 -	How high would be the co-financing, if the proposal was estimated to cost €1.200.000,00?	The maximum amount of co-financing available per project is equal to €500.000,00, even if the total value of a project is above EUR 1.000.000. In case, the actual cost of a project is below twice the maximum co-financing agreed in the co-financing agreement, the SJU shall co-finance the project maximum 50% of the actual costs. Example: if a project total cost was estimated at 1.200.000 EUR, the SJU would co-finance maximum EUR 500.000. If the final actual cost of the project will result in 800.000 EUR, the SJU will co-finance maximum 400.000 EUR, i.e. maximum 50% of the eligible costs.
40	Subcontracting 18/03/2013	Technical Specifications –Section 2.5-	Is it required to provide SJU with the name of the subcontractor in the proposal?	Bidders are required to identify subcontractors, if any, whose share of the project is superior to 10%. It is not required to provide SJU with the name of the subcontractor in the proposal. This information can be provided at the later stage. During Project implementation, the Consortium shall notify in writing to the SJU any subcontracting agreement before they enter into effect, as per Article 17 of the draft agreement.
41	Consortium participation	General	Is it required to sign the Consortium agreement before submitting the proposal?	It is not required to have the Consortium agreement signed before submitting the proposal but it is highly

	18/03/2013			recommended in order to ensure an early implementation of the project.
42	Independent audit certificate 18/03/2013	Draft co-financing agreement –Article 12-	When is the Project independent audit certificate required?	The certificate on the final cost statement shall only be provided at the end of the Project.
43	Costs eligible for co-financing 18/03/2013	Draft co-financing agreement –Schedule 8-	What kind of costs can be covered by the co-financing from SJU?	<p>Schedule 8 of the draft agreement details the conditions for eligibility of the costs. In order to be considered eligible for Co-Financing, the costs incurred must:</p> <ul style="list-style-type: none"> - be actual; - have been incurred during the duration of the Project; - have been determined in accordance with the Consortium’s usual accounting and management principles and practices - be recorded in the accounts of the Consortium and, in the case of Contribution from Third Parties, in the accounts of the Third Parties. <p>In order to ensure compliance with the eligibility criteria, the bidders shall refer to the draft co-financing agreement and the specific schedule in the preparation of their proposals.</p>
44	Evaluation Process 18/03/2013	Technical Specifications –Section 4.3-	Not all countries have adopted specific regulations regarding RPAS operations, how will the participation of the companies from those countries be assessed?	The legal, professional and technical capacities of a bidder are assessed under the selection criteria specified in Sections 4.3.1 and 4.3.3 of the Technical Specifications. The bidder shall therefore demonstrate in its Administrative Proposal its abilities of to perform the proposed project.
45	Consortium composition 18/03/2013	Technical Specifications –Section 2.4-	Can the company of the same company group (i.e. the affiliate, subsidiary) participate in the project as a subcontractor?	There are no limitations regarding the participation of legal entities that are under the direct or indirect control of a Consortium Member, or under the same direct or indirect control as the Consortium Member (<i>i.e., either (a) by direct or indirect holding of more than 50 % of the nominal value of the issued share capital in the legal entity concerned, or of a majority of the voting rights of the shareholders or associates of that entity, or (b) by</i>

				<i>direct or indirect holding, in fact or in law, of decision making powers in the legal entity concerned).</i>
46	Composition of the evaluation board 18/03/2013	General	Are the members of the evaluation process only from the SJU?	Independent external experts, members of the SJU and potentially representatives of the European Commission may be involved in the evaluation process. The SJU shall ensure that the procedures on the management of conflict of interest are strictly implemented in all evaluation process. These procedures are available on the SJU website under the Administrative Board decisions and subject to regular audits.
47	Financial Capacity of the bidder 18/03/2013	Technical Specifications –Section 4.3-	How would the SJU assess the financial capacity of a bidder which is newly set company and therefore does have all the financial statements required available?	In complement to the analysis of the available financial documentation, bank guarantees may be requested by the SJU in case of pre-financing of the project.
48	Duration of the Definition Phase 18/03/2013	Technical Specifications – Section 2.3 -	How long shall last the definition phase of the projects?	The definition phase shall last maximum 45 days from the date of the Kick-Off meeting of the Project.
49	Information Day participants 18/03/2013	General	Could you distribute the list of participants to the Information Day organised on 18 th March 2013?	The list of participants to the Info Day, who authorized their distribution, is attached to these Q&A.
50	Participation of FP7 Associated Countries 18/03/2013		I would like to inquire whether entities from Associated Countries to the FP7 programme (e.g. Israel) are eligible to apply to the SESAR tender: Integrated Remotely Piloted Air System Demonstration Activities (ref SJU/LC/087-CFP)	The participation rules of FP7 Programme apply, subject to the conditions already mentioned in question 19 above.
51	Difference between a Grant and the SJU Membership Accession Process 18/03/2013	Technical Specifications – Section 2.4 -	Can you say if a grant award procedure from SESAR is the same as applying to SJU? And are grants given company/countries outside of the EU?	Grant award procedure and the SJU Membership Accession Process are different procedures. The SJU Membership Accession Process is a process which was initiated by a call for expressions of interest launched in 2007 and is now closed considering the duration of the SESAR Development Phase (i.e. ending on 31 December 2016).

				Grants are direct financial contributions from the SJU budget to a Project selected by way of case-by-case grant award procedures. Grants are based on the costs actually incurred by the beneficiaries for carrying out the Project activities.
52	Evaluation Process 18/03/2013	Technical Specifications –Section 4.3-	<p>Under Section 4.3 of the call (i.e. assessment in the light of exclusion criteria (assessment of the legal capacity and assessment of the economic and financial capacity)), specific documents are requested in order to prove the legal and financial situation of the bidder to be provided with the proposal or within 15 days following notification of award. For some documents, the obligation may be waived if, under another procedure, the documents have been provided and are not more than six months old.</p> <p>In the light of entities/consortia being Member of the SJU or Associated Partner to the SJU or to a Member, these documents have been already supplied and are in file at SJU. As long as membership/partnership has not been terminated, my understanding is that no additional assessment information is to be provided to the SJU. Could you please confirm this interpretation?</p>	We confirm that SJU Members and Associate Partners to the SJU can provide only a declaration that the status of the entity/consortium did not substantially change since first official delivery of the documents.
53	Participation of consortia in this procedure 18/03/2013	Technical Specifications –Section 2.4 -	<p>In the Q&A document issued on 4th March 2013 it is indicated in the first Answer that <i>“the “RPAS Flight Operator” has to demonstrate that it has the research and demonstration tools’ capacity and the associated certified platform required to execute the proposed project”</i>.</p> <p>What is the exact meaning of <i>“certified platform”</i>? What are the platforms that are certified? And what is the standard to which the platforms should be certified?</p>	<p>Is considered as a certified platform, an unmanned system which has a legally license to operate or is dully authorized to perform the foreseen demonstration in normal airspace. In order to guarantee the requested level of certification during the demonstration flights, the bidder has to prove it (ref. Section 4.3.3 of the Tender Specifications).</p> <p>Where the Member States where the bidder intends to operate does not require or provide the necessary authorisations, the bidder shall declare it in its proposal and in case of selection provide the necessary supporting</p>

				documentation from the national authorities.
54	Principle of non-cumulative award 18/03/2013	General	May we build our Project on previous activities developed under other EU Programmes?	<p>The outcomes of an EU Programme may be used in Projects submitted under this call for proposal.</p> <p>However, please consider that under no circumstances, the same cost be financed twice by the EU budget in accordance with Article 129 of the Financial Rules applicable to the general budget of the EU.</p> <p>Article 75 of the SJU Financial Rules reflects these provisions.</p>
55	Acceptance of the provisions of the draft co-financing agreement 08/05/2013	Draft co-financing agreement, in particular its Article 19	We are wondering if it is possible to negotiate with regard to the Draft Contract. It seems that there is no limit of liability in the Draft Contract, and it is not our policy to agree to that.	The provisions of the draft co-financing agreement, including those of the general conditions, are non-negotiable and shall be accepted by the bidders. As set forth in Section 7. a) of the Invitation to submit a proposal Ref. SJU/LC/0087-CFP, the SJU reserves the right to reject proposals stating that the provisions of the draft agreement are accepted subject to a number of conditions.
56	Award criteria also Expected content of the Demonstration Activities 08/05/2013	Technical Specifications – Section 4.3.4 -	The call expresses an aim for the year 2016. Are we to take this as delimitation to what ATM conceptual components we may assume and explore/exercise in our scenarios? Will this aspect affect the evaluation of the proposals very significantly?	<p>The SJU intends to select “Demonstration Projects” which demonstrate how to integrate RPAS into non-segregated airspace in order to explore the feasibility of integration with the wider aviation community from 2016 and beyond.</p> <p>The possible insertion of RPAS in the non-segregated airspace by 2016 may to certain extent be considered as an added value, as well as the following other criterions:</p> <ul style="list-style-type: none"> - demonstrate the benefits in a mixed RPAS/manned aircraft/flight environment that the adoption of the solution subject of the validation project will bring to aviation at European scale; - raises awareness regarding SESAR activities and

				<p>objectives by exposure to real life operations and to multi-stakeholder environments; and</p> <ul style="list-style-type: none"> - does the proposed project bundle the operational and technical gaps focusing on results towards integration more complex operations into non-segregated airspace? <p>For the exact list of the award criteria and their related weightings, please refer to Section 4.3.4 of the Technical Specifications in particular to the third criterion related to your question.</p>
57	<p>Costs eligible for co-financing 08/05/2013</p>	<p>Technical Specifications – Section 2.2, Annex V; Draft co-financing agreement – Article 4 and Schedule 8 -</p>	<p>I would like to know if an entrepreneur who is a member of the consortium under the submitted project, can make its own contribution in kind? Contributions must be in cash only? What can be contribution in kind? It can be made by entrepreneur their own?</p>	<p>By definition the expected contribution of the selected contractors under this call for proposals is in-kind and not in-cash, i.e. in terms of man-hours, services, tangible and intangible assets and use of special facilities and / or equipment (including associated services) etc.</p> <p>It should be noted that the SJU expects to award indicatively 10 co-financing agreements with a <u>maximum</u> co-financing of 500.000,00 EUR per co-financing agreement (project). The bidders, nevertheless, are free to decide to contribute more and to specify this in their financial proposal (see Annexe V of the technical specifications).</p> <p>Please also refer to our answer to question No 43 above regarding the eligibility of costs.</p>
58	<p>Documentation of this call for proposals 08/05/2013</p>	<p>General</p>	<p>Unfortunately we were not able to participate in the information event (Brussels 18 March 2013). Could you please be so kind to name a contact person to get some additional information besides the documents provided on your website.</p>	<p>For all the available information regarding this call for proposals, please refer to the following website of the SESAR Joint Undertaking and the documents made available thereon: http://www.sesarju.eu/about/procurement</p>
59	<p>Administrative proposal 08/05/2013</p>	<p>Invitation to submit a proposal Ref. SJU/LC/0087-CFP –</p>	<p>In the invitation to submit a proposal Ref. SJU/LC/0087-CFP under Volume 1 – Administrative Proposal in the part – documentary evidence for the establishment of the</p>	<p>We confirm that there is a clerical mistake in Section 7. b) of the Invitation to submit a proposal Ref. SJU/LC/0087-CFP. The references to sections 3.1, 3.3.1 and 3.3.2 shall</p>

		Section 7. b) -	legal capacity of the bidder you refer to section 3.3.1 of the technical specifications which I can't find? Also the part – Documentary evidence for the establishment of the economic and financial capacity of the bidder you refer to section 3.3.2 in the technical specifications which I cannot find either?	read sections 4.1, 4.3.1 and 4.3.2 of the technical specifications.
60	Financial proposal – category of costs 08/05/2013	Technical Specifications – Section 2.2, Annex V; Draft co-financing agreement Article 12 and Schedule 8 -	Annex V - Financial Proposal Template make mention of audit costs in Section C - Other Project costs. Does it mean that the consortium shall identify audit costs and in that case what is the threshold above which we need this audit costs?	<p>In accordance with Schedule 8 of the draft co-financing agreement, “audit costs” incurred in relation to the Certificate on Methodology and Certificate on Interim or Final Financial Statements fall under the category of direct costs and therefore may be considered eligible for the co-financing.</p> <p>Article 12 (iv) of the draft co-financing agreement sets forth the relevant threshold stipulating that the Consortium shall provide a Final Report comprising amongst others a Certificate on the Final Cost Statement when the amount of the Co-Financing claimed by the Consortium for the Project is equal to or greater than three hundred and seventy five thousand EURO (€375.000,00).</p> <p>It should be also noted that in accordance with section 2.2 of the Technical Specifications, each selected project shall be co-financed up to a maximum of 50% of the total estimated project eligible cost as presented in the submitted financial proposal. At the end of the project, where the actual project eligible cost would be lower than the maximum project cost estimated in the financial proposal, the selected projects shall be co-financed up to 50% of the actual project eligible cost. Where, on the contrary, the actual project eligible cost would be higher than the maximum project cost estimated in the financial proposal, the maximum SJU co-financing shall remain</p>

				unchanged and correspond to the maximum amount established in the co-financing agreement. It shall therefore be in the interest of the applicants to this call for proposals to present the costs as accurate as possible.
61	NEW! Administrative proposal 14/05/2013	Technical Specifications – Sections 2.4, 4.2 and 4.3.2 -	<p>Please tell me if next to the technical proposal we have to submit also:</p> <ol style="list-style-type: none"> 1. Annexe VI Mandate 2. Annexe VII Declaration of honour on exclusion criteria and absence of conflicts of interests 3. Balance sheets, Statement of overall turnover 	<p>We confirm that, the following documents are required amongst others, as part of the Administrative Proposal:</p> <ol style="list-style-type: none"> 1. Annexe VII Declaration of honour: As per Section 4.2 of the technical Specifications, the coordinator and each consortium member must provide a Declaration on Honour, duly signed and dated with, as far as possible, copy of the documentary proofs to confirm this declaration. These declarations allow the SJU to assess the proposal in light of the exclusion criteria. In case of award, the coordinator and each consortium member will be invited to submit the original documentary proofs within 15 days following notification of award and preceding the signature of the co-financing agreement. 2. Balance sheets, Statement of overall turnover: As per Section 4.3.2 of the Technical Specifications, <u>at least one of the following documents</u> shall be provided in the Administrative proposal: <ul style="list-style-type: none"> - Evidence of professional risk indemnity insurance; - Balance sheets (or extracts from balance sheets) for at least the last two years for which accounts have been closed; - Statement of overall turnover during the last three financial years. This will allow the SJU to assess the economic and financial capacity of the Consortium (under the selection criteria). <p>In addition, in accordance with Section 2.4 of the</p>

				Technical Specifications and Annexe VI, the Coordinator of the Project has to be duly authorised by the other consortium members via a mandate before signature of any Co-Financing Agreement with the SJU. Therefore, the mandate can be provided after formal submission of the proposal but before signature of any-ci-financing agreement.
62	NEW! Administrative proposal – Legal Entities’ Form - 14/05/2013	Technical Specifications – Section 4.3.1 – Invitation to Tender – Section 5 b) -	Section 4.3.1 of the Technical Specifications document refers to the requirement: <i>"The bidder (and in case of consortium, the coordinator and each consortium member) shall provide a duly filled in and signed Legal entities' form (see section 10 b) of the invitation to tender Ref. SJU/LC/0087-CFP).</i> Unfortunately, I cannot find section 10b, nor a Legal entities' form in the Invitation To Tender document set. I would be grateful if you could advise where these are located.	We confirm that Section 4.3.1 of the Technical Specifications contains a typo. "Section 10 b) of the invitation to tender" should read "Section 5 b) of the invitation to tender".
63	NEW! Participation of consortia in this procedure 14/05/2013	Technical Specifications – Section 2.4 -	Could a University apply to this call or be a partner in an application?	In accordance with Section 2.4 of the Technical Specifications, Universities may participate as Consortium members in projects submitted in response to this call.
64	NEW! Consortium composition 14/05/2013	Technical Specifications -Section 2.4 -	Could you kindly inform me if the Air Navigation Service Provider (ANSP) need to be a formal partner on the project, or if it is acceptable for the ANSP to be a subcontractor?	Please refer to Section 2.4 of the Technical Specifications as well as to questions 17 and 20 above.
65	NEW! Consortium composition – Third Parties involvement 14/05/2013	n.a.	During the presentation made during the Information Day on 18 th March 2013, it was mentioned that the SJU was studying the potential involvement of third parties linked to the Consortium Members carrying out part of the Project other than via subcontracting. Does any decision have been taken on this matter?	As reflected in the revised version of the draft co-financing agreement published on the SJU website, the SJU decided to authorise the involvement of third parties linked to a Consortium Member to: <ul style="list-style-type: none"> ▪ carry out and financially contribute to part of the Project activities in line with FP7 principles, and ▪ make available resources to a Consortium Member

				<p>by means of contributions in kind to the Project.</p> <p>The link between the Consortium Member and the third party refers to an established formal relationship defined by the following characteristics:</p> <ul style="list-style-type: none"> - be by nature not exclusively limited to the Project or specifically created for the work in to be performed under the Project; - have a duration which goes beyond the duration of the Project and usually pre-dates and outlasts the Co-Financing Agreement; and - have a formal external recognition, sometimes in the framework of a legal structure (e.g. the relationship between an association and its members) or common ownership (affiliates, holding companies).
66	<p>Evaluation in light of the award criteria 14/05/2013</p>	<p>Technical Specifications – Section 4.3.4 -</p>	<p>Is there a minimum scoring required under each award criterion in order to be considered for SJU co-financing?</p>	<p>As clarified in the updated version of the Technical Specifications, in order to be considered for SJU co-financing, a proposal must score:</p> <ul style="list-style-type: none"> - 50 % or more per award criterion, and - 70 % or more globally as a result of the assessment in light of the award criteria.
67	<p>NEW! Mandate given by the consortium members to the coordinator 23/05/2013</p>	<p>Cover Letter - Point 15 - & Annexe IV to the Technical Specifications</p>	<p>With reference to the letter regarding the submission to a proposal, (point 15) we would like to know if the Mandate (Annexe IV of Specification) is enough to commit the beneficiary to a budget or do we need a separate Letter of Intent?</p>	<p>At this stage of the procedure, we confirm that a duly completed mandate (template attached as Annexe IV to the Technical Specifications) is sufficient.</p>
68	<p>NEW! Assessment of the economic and financial capacity 23/05/2013</p>	<p>Technical Specifications – Section 4.3.2 -</p>	<p>In section 4.3.2 of the Technical Specifications it is requested to present '<i>Evidence of professional risk indemnity insurance</i>', '<i>Balance sheets</i>' or '<i>Statement of overall turnover during the last three financial years</i>' in order to prove our sufficient economic and financial</p>	<p>The tenderer may submit the requested documents in the 23 languages of the EU. When needed, the SJU may require a translation of this document at a later stage of the procedure.</p>

			<p>capacity to perform the project.</p> <p>We would like to know whether it is compulsory to present these documents in English.</p>	<p>Moreover, in line with the new Financial Regulations applicable to the General Budget of the European Union and their Rules of Application, please note that the SJU may waive the obligation for a candidate or tenderer to submit documentary evidence if such evidence has already been submitted for another procedure and provided the documents were issued not more than <u>one year earlier and are still valid</u>.</p> <p>In such cases, the candidate or tenderer must declare on his honour that the documentary evidence has already been provided in a previous procedure with the SJU , provide reference to that procedure, and confirm that there has been no change in the situation. The above-mentioned information must be included in the tender specifications.</p> <p>Please refer to the following web page for additional information regarding the relevant requirements and model documents under national laws of the EU Member States: http://ec.europa.eu/markt/ecertis/searchDocument.do An updated version of the Technical Specifications is available on the SJU website.</p>
69	<p>NEW! Financial proposal – category of costs 23/05/2013</p>	Question 60 of these Q&A	<p>After analysis of the draft co-financing agreement and in relation to question 60 (Q&A document updated 08 May 2013) it seems that Article 13 (iv) is missing.</p> <p>May I kindly ask you to confirm the reference or provide an updated version of the draft co-financing agreement?</p>	<p>Please note that question 60 makes reference to Article 12 (iv) of the draft co-financing agreement and not to Article 13 (iv).</p> <p>There is therefore no need to update the draft co-financing agreement.</p>
70	<p>NEW! 23/05/2013</p>	Technical Specifications – Section 4.3.4 -	<p>We would like to know how the consortium will declare the cost sustained for the activities in order to have the payment of the co-financing of SESAR.</p> <p>Should individual financial information be sent to the SJU</p>	<p>The Consortium shall declare the costs sustained for the proposed activities in accordance with Article 12 of the co-financing agreement.</p> <p>At the end of the Project, the coordinator of the</p>

			per each consortium member? Shall we use the same procedure of the European Commission Frame Programmes?	<p>Consortium, acting in the name and on behalf of all the Consortium Members, will collect the financial information and submit:</p> <ul style="list-style-type: none"> - the final cost breakdown form of the Project according to the template provided in Schedule 8 of the co-financing agreement, and - the Certificate on the Final Cost Statement when the amount of the Co-Financing claimed by the Consortium for the Project is equal to or greater than three hundred and seventy five thousand EURO (€375.000,00)
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SJU/LC/0087-CFP : Information Day on the call for proposals “SESAR Integrated RPAS Demonstration Activities” on 18/03/2013

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