



1 March 2015

Guidelines for Requestors: Technology¹

Status: 1 March 2015

(translated from the original version in German)

Legal basis

- Organisation Ordinance for the Federal Department of Economic Affairs, Education and Research EAER²
- Declarations and implementing rules for the Advanced Research in Telecommunications Systems (ARTES) programme and the General Support Technology Programme (GSTP)

1. Introduction

Specific programmes of the European Space Agency ESA (e.g. ARTES and GSTP) require the explicit support of the national ESA Delegation ("Letter of Support"). The Swiss Space Office (SSO), a division of the State Secretariat for Education, Research and Innovation (SERI), leads the Swiss Delegation to ESA³. It is also responsible for Swiss participation in ESA programmes, including funding.

Requestors may submit a bid to ESA via EMITS⁴ at any time between the date when the invitation to tender is published and the corresponding tender closing date. In parallel, requestors from Switzerland must submit a funding request to the SSO in a timely fashion. If the funding request is evaluated positively, then the Swiss Delegation will inform ESA accordingly with a "Letter of Support". ESA will not consider any bid submitted without a corresponding Letter of Support from the respective national delegation.

¹ The term "technology" is understood in a broad sense, including in particular telecommunication, technology and integrated applications.

² SR 172.216.1

³ SSO staff representing Switzerland as a delegate in an ESA programme board or horizontal committee.

⁴ EMITS is ESA's Internet-based system to publish invitations to tender and receive incoming project proposals.

Guidelines for Requestors: Technology

2. General conditions

2.1 Procedure

Requestors may submit a bid to ESA either alone (as prime contractor) or as part of a consortium (as prime contractor or subcontractor). Partners in a consortium may be of different nationalities. On behalf of the consortium, the potential prime contractor submits a bid to ESA, while all members of the consortium must ensure that financial coverage of their respective share is specified. Swiss stakeholders are invited to submit a funding request (consisting of a completed overview form and a project description) to the SSO.

Applications under ARTES 20/IAP must include a “space” component from Switzerland in the Swiss part. Projects which finance non-space elements or a purely administrative activity (i.e. project management only or similar activities) do not usually receive funding. Non-space activities **up to EUR 50,000 (or a maximum of 10% of the Swiss contribution to the activity)** may be exempted from this rule.

ESA funding for developing technologies should make a marginal contribution in the long term. **Therefore, funding should not amount to more than an average of 20% of the entity’s total turnover over five years.** Requests for project funding which exceed this limit are therefore not normally approved by the delegation.

In order that these elements can be assessed, in addition to the Business Case documents (see below) the requestor should provide with the application a **description of developments in turnover over the past three years and a forecast for the coming year (i.e. Y-3 to Y+1)**. This should differentiate between ESA turnover (i.e. ESA-financed technological development) and other turnover.

In principle, higher education institutions, research and development organisations and start-up companies (established no longer than five years) are exempt from this ruling.

2.2 Criteria for acceptance of a request

Funding requests may be submitted by entities (e.g., companies, research institutes) based in Switzerland. The requestor’s strategy must be to bring sustainable added value to Switzerland, the proposed activities must support implementation of this strategy. In addition, the proposed activities must be aligned with the [Swiss Space Policy](#).

2.3 Content of project description

Relation to ESA activities: Requestors must indicate how the project proposal relates to ESA activities.

Relation to requestor's strategy: In the project description, requestors must provide an overview of the entire project, even if the requestor will be acting as a subcontractor. In addition, requestors must indicate how the activities relate to its overall strategy (business model). In particular, requestors must provide the following information:

- Existing knowledge, skills and capacities with regards to the corresponding activities
- Role played within the consortium and advantages of the chosen approach
- Project costs, schedule and scope
- Project management details: Schedule of phases, work breakdown structure (WBS), content of work packages and general project management elements (e.g. Gantt chart, expected deliverables, etc.)
- Added value: market assessment (market potential) for project deliverables, business case or business plan, sales potential and expected return on investment (ROI), intellectual property (foreground and background), etc.

Financial aspects: All financial figures must be presented in euros (EUR). For co-funded activities, requestors must clearly indicate the corresponding proportion. In addition, the project description must include a precise budget. Requestors assume full exchange rate risk.

3. Submission of funding request and evaluation procedure

Guidelines for Requestors: Technology

Funding requests submitted to the SSO must include a project description and a completed overview form. They must be submitted electronically. Funding requests may be submitted in one of Switzerland's national languages or in English; for practical reasons, we nevertheless recommend that requests be submitted in English. The length of the project description should be between 20 to 50 pages. Requests that do not meet the requirements (see item 2.2) or that are incomplete will be rejected.

Funding requests may be submitted to the SSO at any time. Once a complete request meeting the above-mentioned requirements has been submitted, requestors will receive a confirmation of receipt from the SSO. At the same time, a national evaluation process will be set in motion. The entire process takes about two months on average.

Additional information (address where funding requests are to be submitted, information regarding individual ESA programmes and initiatives, etc.) as well as the overview form template can be found on the SERI website ("Topics" → "Space affairs" → "For specialists"). The SSO is available to answer any further questions you may have.

Applications will be evaluated on the basis of the criteria indicated in the annex. The overall evaluation is handled by the Swiss Delegation to ESA, which takes into account the recommendation made by the Consultative Committee on Space Technologies (CCTS) of the Federal Commission for Space Affairs (CFAS). Exceptions include co-funded activities or activities that will be carried out within the framework of specific programmes (see corresponding information on the SERI website under: "Topics" → "Space affairs" → "For specialists").

Upon completion of the evaluation, the SSO will notify requestors of the outcome. If positive, then the Swiss Delegation will send a corresponding "Letter of Support" to ESA.

Guidelines for Requestors: Technology

Annex: Evaluation criteria

1. Quality of technical proposal
2. Project management
3. Company background (heritage/experience)
4. Embedding of activity, relation to other activities (own or foreign)
5. Cooperation industry – scientific partner, IPR, know-how and technology transfer
6. Funding and co-funding aspects (Swiss share)
7. Funding of international partners
8. Business case based on this activity, and its embedding in overall company strategy
9. Compatibility with Swiss Space Policy