The top half of the image features a dark green background with a central glowing blue and white Earth. The Earth is surrounded by a network of white lines and dots, resembling a satellite or data network. In the top right corner, the ESA logo is visible. On the left side, the text 'sme initiative' is written in white.

sme initiative

→ CREATING YOUR SPACE



ESA in a Nutshell

An Introduction to the European Space Agency
for Small and Medium-sized Enterprises

Contents

- The European Space Agency
- Doing Business with ESA
 - Registration
 - ESA's Electronic Tendering Systems
 - esa-star Registration
 - SME status claim
 - EMITS
 - esa-star Tendering
- Conclusion
- ESA SME Office

The European Space Agency

ESA Facts and Figures

- Over 50 years of experience
- 22 Member States
- Eight sites/facilities in Europe, about 2300 staff
- 5.72 billion Euro budget (2019)
- Over 80 satellites designed, tested and operated in flight



ESA Member States

- ESA has **22 Member States**: 20 states of the EU (AT, BE, CZ, DE, DK, EE, ES, FI, FR, IT, GR, HU, IE, LU, NL, PT, PL, RO, SE, UK) plus Norway and Switzerland.
- Seven other EU states have **Cooperation Agreements** with ESA: Bulgaria, Croatia, Cyprus, Latvia, Lithuania, Malta and Slovakia.
- Slovenia is an Associate Member.
- Canada takes part in some programmes under a long-standing **Cooperation Agreement**.



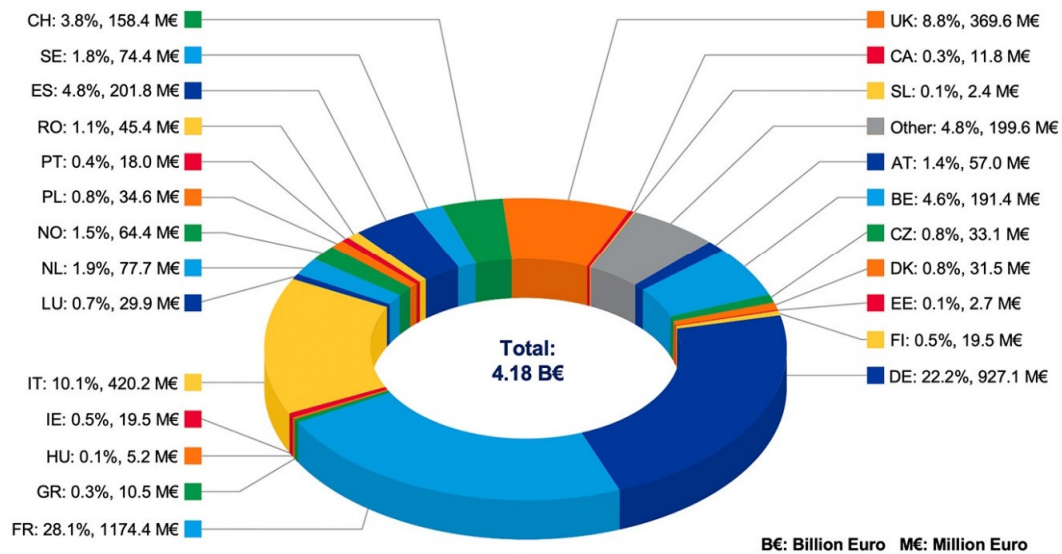
ESA Legal Status

- ESA is an **Intergovernmental Organisation** with a self-standing legal personality at international law
- Through their ratification of the **ESA Convention**, a process generally involving their Parliament, Member States have incorporated the provisions of the ESA Convention into their respective domestic law systems
- ESA is therefore **bound by its own set of rules and regulations**, and not directly by that of the individual Member States, or of other international organisation such as the European Union

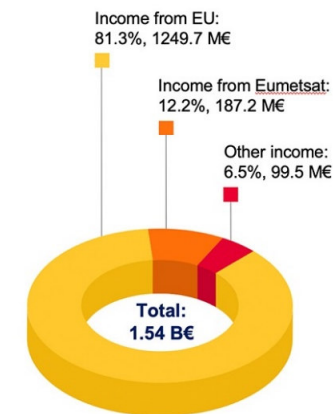
ESA Budget

ESA budget for 2019: 5.72 B€

ESA Activities and Programmes



Programmes implemented for other institutional partners

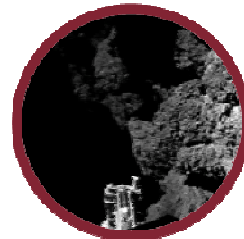


The European Space Agency

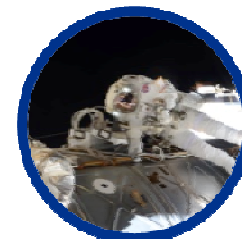
Activities

ESA is one of the few space agencies in the world to combine responsibility in nearly all areas of space activity.

* Space science as well as part of the technology activities are mandatory i.e. all Member States contribute to it according to GNP. All other programmes are optional, funded 'à la carte' by Participating States.



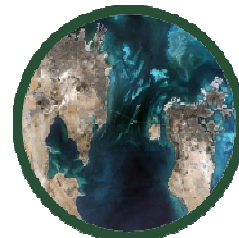
space science



human spaceflight



exploration



earth observation



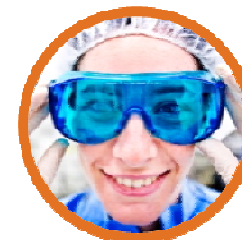
launchers



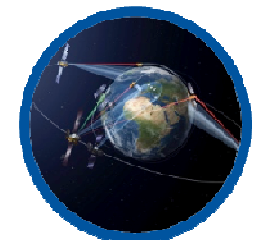
navigation



operations



technology



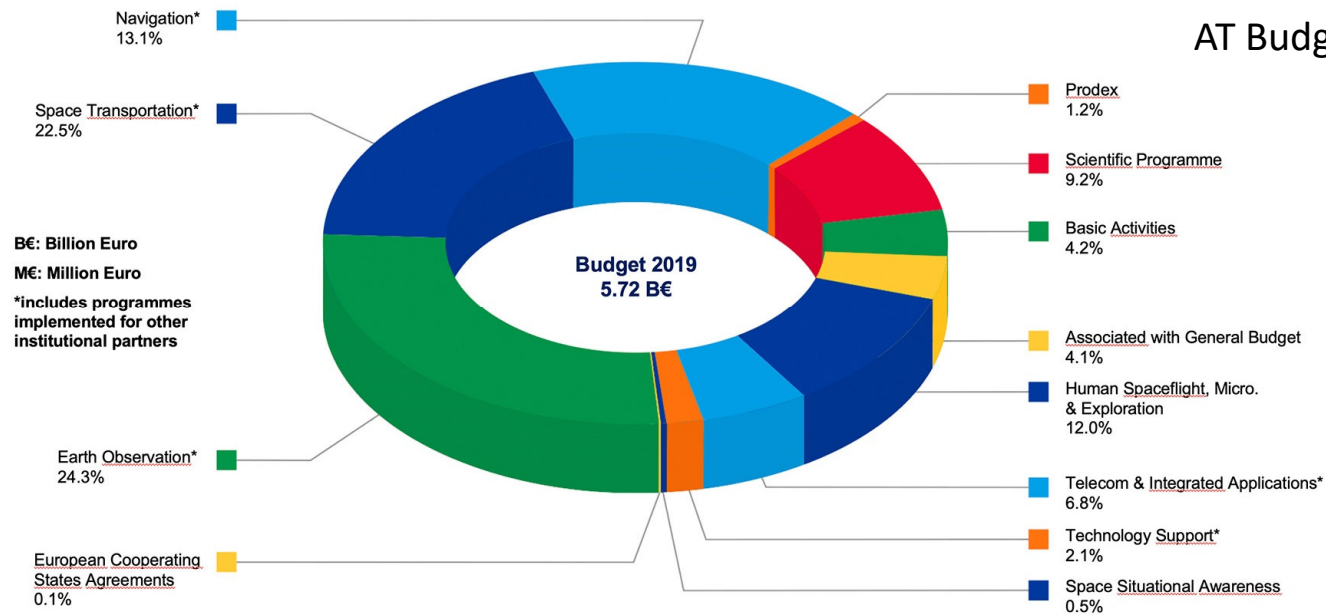
telecommunications

ESA Budget by domain

ESA budget by domain for 2019: 5.72 B€



AT Budget 2019: 57 Mio €



The European Space Agency

Mandatory vs. Optional Programmes

Mandatory Activities

- All Member States participate (on a GNP basis) in activities related to **Space Science** and a common set of programmes (**Mandatory Programmes**).
 - **Science:** Solar System science, astronomy and fundamental physics
 - **General Budget:** Future studies, technological research, education, common investments (facilities, laboratories, basic infrastructure)

Optional Programmes

- Member States **choose whether or not they would like to participate** and **their level of participation** in Optional Programmes.
- Optional Programmes are established from time to time, as required, to **pursue specific projects and objectives in different fields** during a determined timeframe.

Examples of Mandatory Activities and Optional Programmes

- **Mandatory Activities**

- Science Programme (CTP and Science missions)
- Basic activities (e.g. Discovery, Preparation and Technology Development (DPTD), Technology Transfer Programme (TTP), SME Initiative, Education)

- **Optional Programmes**

- General Support Technology Programme (GSTP)
- Earth Observation Envelope Programme (EOEP)
- Advanced Research in Telecommunication Systems (ARTES)
- European GNSS Evolution Programme (EGEP)
- Navigation Innovation and Support Programme (NAVISP)
- Future Launchers Preparatory Programme (FLPP)
- European Exploration Envelope Programme (E3P)
- Space Situational Awareness (SSA)

More information on ESA programmes and activities of interest to SMEs is available [here](#)

Europäische Programme – Anwendungen GNSS

- **European GNSS Agency – GSA (Prag)**

- Fundamental Elements Programme
- Networking Events (e.g. Space Info Days)
- Market and User Needs Reports
- <https://www.gsa.europa.eu/>

- **Galileo Masters**

- <https://www.galileo-masters.eu/>



Europäische Programme – Anwendungen EO

- Copernicus Masters: <https://copernicus-masters.com/>
- Copernicus Hackathon @ ESA BIC Austria

PRIZES WORTH > EUR 450,000

Participants have the chance to win prizes with a total value of more than EUR 450,000 in 2019.



CASH PRIZES



BUSINESS INCUBATION



BUSINESS COACHING



TECHNICAL SUPPORT



ACCESS TO TESTING
FACILITIES



PROTOTYPE
DEVELOPMENT



PUBLICITY



MARKETING SUPPORT



ACCESS TO EXPERTS



ACCESS TO PUBLIC
FUNDING

Europäische Programme – Anwendungen GNSS + EO

- **H2020 Workprogramme** Leadership in Enabling and Industrial Technologies – Space
- Currently EGNSS and COPERNICUS Calls open until March 5th 2020
- https://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-leit-space_en.pdf



EN

Horizon 2020

Work Programme 2018-2020

5.iii. Leadership in Enabling and Industrial Technologies - Space

IMPORTANT NOTICE ON THIS WORK PROGRAMME

This Work Programme covers 2018, 2019 and 2020. The parts of the Work Programme that relate to 2020 (topics, dates, budget) have, with this revised version, been updated. The changes relating to this revised part are explained on the Funding & Tenders Portal.

(European Commission Decision C(2019)4575 of 2 July 2019)

ESA Kick-Starter

- Currently 2 topics supported by AT:
- Future Internet:
<https://business.esa.int/funding/invitation-to-tender/future-internet-kick-start>
(open until 14.01.2020)
- Predictive Maintenance:
<https://business.esa.int/funding/invitation-to-tender/predictive-maintenance-kick-start> (open until 31.01.2020)
- Funding 75 %, max. 60kEuro per contract



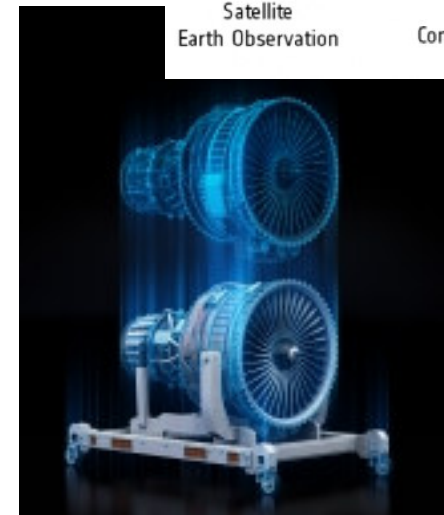
Satellite
Earth Observation



Satellite
Communication



Satellite
Navigation



ESA phi lab

- <http://blogs.esa.int/philab/>
- Incubed programme: co-funding of up to 50 % of your venture
- White papers, e.g. AI
- Various Workshops



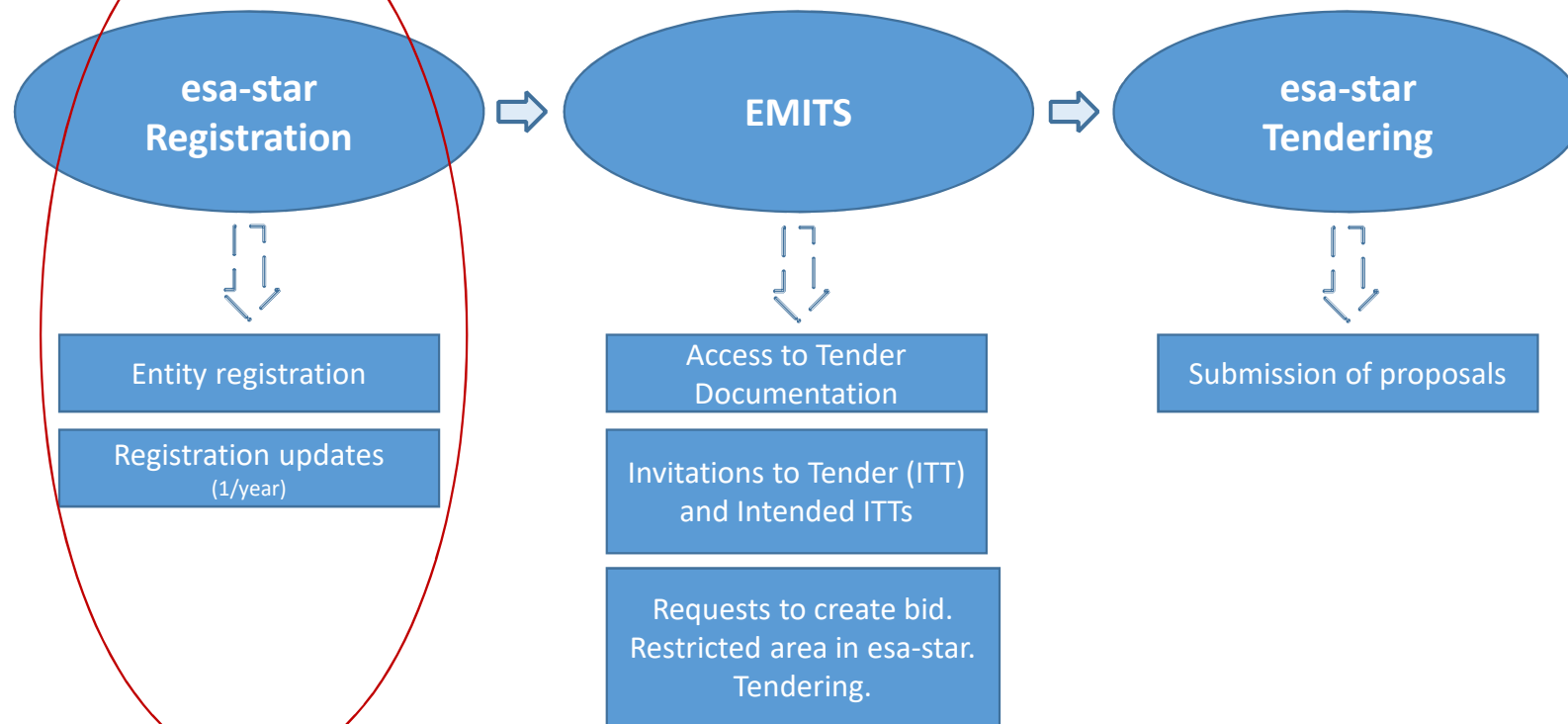
Doing Business with ESA

ESA's electronic tendering systems

ESA relies upon two integrated systems to cover its tendering activities:

- **esa-star** (ESA's **S**ystem for **T**endering **A**nd **R**egistration)
 - esa-star / Registration (entity registration and management)
 - "Light" Registration: all transactions except contract award
 - "Full" Registration: contract award and invoicing
 - SME status claim and validation
 - esa-star / Tendering (used for the tendering process)
- **EMITS** (**E**lectronic **M**ailing **I**nvitation to **T**ender **S**ystem)
 - public part
 - non-public part (including tendering documentation etc)

ESA's electronic tendering systems



esa-star: Corporate Application supporting the management of industry data (Registration) and the tendering process (Tendering).

EMITS: Corporate Application for publishing Invitation-to-Tenders (ITT) and information about the ESA procurement process.

Registration



Registration

Registration in esa-star is a pre-requisite for doing business with ESA

- Only registered (and validated) entities can access tendering documents in the non-public part of EMITS, express interest in Invitations to Tender (ITT), submit requests for clarifications on open ITTs, submit tenders and be awarded ESA contracts



Registration

- Registration applies to every economic operator acting as Prime Contractor or subcontractor. Contracts are only placed with economic operators and other organisations that have met **ESA requirements of information** and are registered accordingly
- To register entities have to fill in an **online questionnaire** and submit it duly completed to the Agency which validates it
- Updates of the information provided are required every **12 months**

esa-star registration process

How do I register my company?

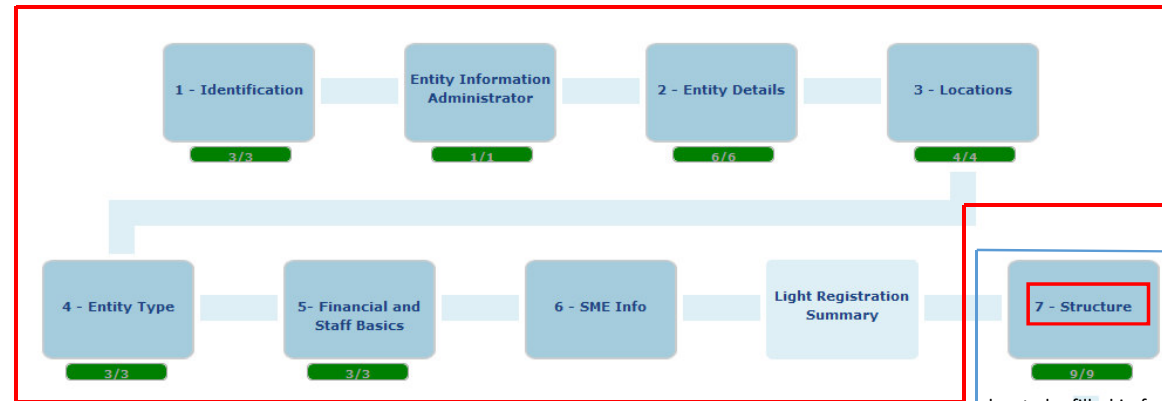


Registration: overview

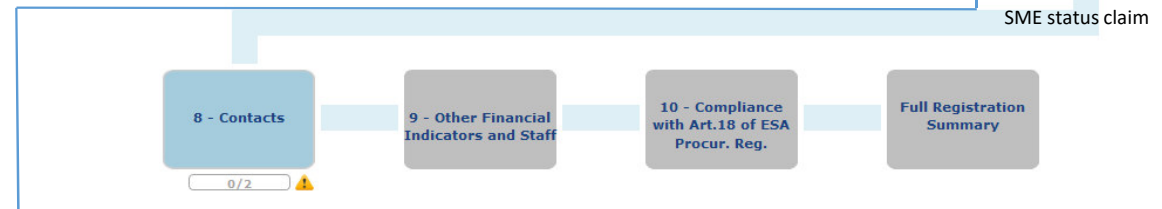
esa-star allows two levels of entity registration:

- a **“Light”** registration will grant access to all esa-star and EMITS services up to and including proposal submission
- a **“Full”** registration is required at the point of ESA contract award

Light Registration



Full Registration



Optional Sections





Registration

- Link to access esa-star Registration: <https://esastar-emr.sso.esa.int>



1. **Home:** Containing the default welcome message
2. **Start:** Entity access to esa-star without credentials ←
3. **Resume:** Temporary code needed to access the partially completed questionnaire
4. **Maintain Entity Information:** ESA credentials are needed in order to access the approved questionnaire. Additional changes can be performed
5. **ESA Entities Directory:** List of entities already registered



esa-star

- Registration is possible either as a **Legal Entity** ...

A screenshot of the esa-star registration page. The top navigation bar includes the esa logo, "esa-star registration", and an "extranet" link. Below this is a menu with "18 Apr 2019", "ESA Home Page", "EMITS", "ESA Industry Portal", "Contact Us", and "Help". On the left is a sidebar with "Home", "New Registration" (expanded), "Start" (circled in red), "Resume", "Maintain Entity Information", and "ESA Entities Directory". The main content area is titled "NEW REGISTRATION" and contains a question: "Please select one of the two options:*". Two radio buttons are shown. The first option, "A. I am an Entity that has the capacity as 'legal entity'", is selected. A red box highlights the definition of a legal entity: "Any natural or legal person or public entity or group of persons and/or bodies which offers on the market, respectively, the delivery of supplies, products or services and which satisfies the eligibility criteria specified in Article 18 of the Procurement Regulations and therefore is eligible to submit proposals to ESA." The second option is partially visible: "B. I am a Business that enters into itself as 'legal entity', without being entitled to commit on contracts on my own". At the bottom right are "Close" and "Next Section" buttons.

Legal entity: any natural or legal person or public entity or group of persons and/or bodies which offers on the market, respectively, the delivery of supplies, products or services and which satisfies the eligibility criteria specified in Article 18 of the Procurement Regulations and therefore is eligible to submit proposals to ESA.



Registration: step 1

- Registration is possible either as a **Legal Entity** ...

The screenshot shows the esa-star registration interface. At the top, there's a navigation bar with the esa logo, "esa-star registration", and an "extranet" link. Below this is a secondary navigation bar with links: "18 Apr 2019", "ESA Home Page", "EMITS", "ESA Industry Portal", "Contact Us", and "Help". On the left, a sidebar menu includes "Home", "New Registration" (with a sub-link "Start" circled in red), "Resume", "Maintain Entity Information", and "ESA Entities Directory". The main content area is titled "NEW REGISTRATION" and contains a question: "Please select one of the two options:*". Two radio buttons are present. The first option, "A. I am an Entity that has the capacity as 'legal entity'", is selected. A red box highlights the definition of a legal entity: "Any natural or legal person or public entity or group of persons and/or bodies which offers on the market, respectively, the delivery of supplies, products or services and which satisfies the eligibility criteria specified in Article 18 of the Procurement Regulations and therefore is eligible to submit proposals to ESA." The second option is partially visible: "B. I am a Business that enters on its own as 'legal entity', without being entitled to commit on contracts on my own". At the bottom right, there are "Close" and "Next Section" buttons.

Legal entity: any natural or legal person or public entity or group of persons and/or bodies which offers on the market, respectively, the delivery of supplies, products or services and which satisfies the eligibility criteria specified in Article 18 of the Procurement Regulations and therefore is eligible to submit proposals to ESA.



Registration: step 1

- ... or as a **Business Unit** (sub-area of an entity)

A screenshot of the esa-star registration website. The header is dark blue with the esa logo and "esa-star registration" text. A navigation bar below the header contains links: "18 Apr 2019", "ESA Home Page", "EMITS", "ESA Industry Portal", "Contact Us", and "Help". On the right of the header is an "extranet" link. A left sidebar contains a menu with "Home", "New Registration" (highlighted with a red circle), "Resume", "Maintain Entity Information", and "ESA Entities Directory". The main content area is titled "NEW REGISTRATION" and contains a question: "Please select one of the two options:". Below this are two radio button options: "A. I am an Entity that has the capacity as 'legal entity'" and "B. I am a Business Unit acting on behalf of a 'legal entity', without being entitled to commit on contracts on my own". Option B is selected. Below option B is a text input field containing the text "Sub-area of an Entity (e.g. different organisational units within an Entity)", which is highlighted with a red rectangle. At the bottom right of the form are "Close" and "Next Section" buttons.

Business Unit: sub-area of an Entity (e.g. a different organisational unit within an Entity)



Registration: step 2

- verify that your entity is not already registered in esa-star

18 Apr 2019

esa

esa-star
registration

extranet

ESA Home Page

EMITS

ESA Industry Portal

Contact Us

Help

Home

New Registration

Start

Resume

Maintain Entity Information

ESA Entities Directory

NEW REGISTRATION : SEARCH ENTITY

Search Entity

Before proceeding please verify if your entity is already registered by entering one of the following search criteria: Entity Name, Entity Code, Entity Nationality, Entity City, Vat Number, Entity Description, Business Registration Number, DUNS Number, Other Recognized Number. You can also filter results by Name, Nationality, Entity Type, Entity Size and SME Status by filling related field above each table column.

Entity

search for company name

If your entity is not registered yet, click on "Proceed with the registration"

Previous Section

Proceed with new registration

Export in Excel

Name ↓	Nationality ↓	Entity Type ↓	Entity Size ↓	SME Status ↓	Details
€	€	€	€	€	
"AIM-AT" AGRO-IND MANAGEMENT SRL	RO-Romania	Company	Small		
"AIM-AT" AGRO-IND MANAGEMENT SRL	RO-Romania	Company	Small	Yes	
&LOEB INNOVATION	FR-France	Company	TBD	No	



Registration: step 3

- enter your main entity data

18 Apr 2019

esa

esa-star
registration

extranet

ESA Home PageEMITSESA Industry PortalContact UsHelp

Home

New Registration

Start

Resume

Maintain Entity Information

ESA Entities Directory

NEW REGISTRATION : IDENTIFICATION

Entity Name (official entity name to be used)*

Country Of Registration*

Date of establishment (date of foundation of your entity)*

One of the following fields is mandatory

If a VAT number is existing for your entity, please fill it in using the dedicated field. Otherwise, provide an explanation in the field **Missing VAT Number Reason** and fill in another registration number.

VAT Number

Missing VAT Number Reason

Business Registration Number

DUNS Number

Other recognized registration

Previous Section


Next Section



Registration: step 4

- enter **Entity Information Administrator (EIA)** contact details

The **Entity Information Administrator** is responsible for creating and maintaining the entity data, submitting the questionnaire to ESA, accessing published Entity information, updating or requesting user ids and contact points for the entity staff and defining their role, requesting ESA to freeze his/her Entity and authorising creation of business units for the legal entity

esa-star
registration

extranet

[ESA Home Page](#) | [EMITS](#) | [ESA Industry Portal](#) | [Contact Us](#) | [Help](#)

[Home](#)
[New Registration](#)
[Start](#)
[Resume](#)
[Maintain Entity Information](#)
[ESA Entities Directory](#)

NEW REGISTRATION : CONTACTS

Entity Information Administrator Contact

1 Title *

2 Last Name *

3 E-Mail *

4 Telephone *

+31

5 Is Bid Manager *

☒ Yes

☐ No

6 First Name *

7 Confirm E-Mail *

sgqec

By pressing the button "Next Section", the data entered is automatically saved. A temporary code is generated and sent by email, allowing to stop here the process and retrieve later the data entered. For these reasons, you must enter the text displayed in the captcha.

Previous Section

Next Section



Registration: step 5

- enter additional entity details

18 Apr 2019

esa

esa-star
registration

extranet

Home

New Registration

Start

Resume

Maintain Entity Information

ESA Entities Directory

TEST: REGISTRATION ENTITY DETAILS

Street *

City *

Country *

NL-The Netherlands

Telephone

+31

Entity E-mail

Entity Description in English *

House Number *

Postal Code *

Company Organisation Chart (not group)

Fax

+31

Entity Web Site

entity email: address which will be publicly available

Save And Close

Previous Section

Next Section



Registration: step 6

- enter your registration locations and facilities

esa

esa-star
registration

17 Jun 2019

ESA Home Page

EMITS

ESA Industry Portal

Contact Us

Help

extranet

Home

New Registration

Start

Resume

Maintain Entity Information

ESA Entities Directory

TEST TEST: REGISTRATION LOCATIONS

Information

ESA is following rules according to the ESA Convention for nationality assignment.
Please indicate below the location(s) of the research centres, of the decision-making centres, and of the territory on which the work is to be carried out, paying particular attention to the following:

- If your entity has shareholder(s) / parent company / Head Office located in a different country than your entity's registered office, please clarify in the **Comment** field whether this has an impact or not, on any of the 3 criteria.
- If your entity is part of a group, please clarify in the **Comment** field whether any other group owned location has an impact or not, on any of the 3 criteria.
- If your entity has permanent offices (not subsidiaries) located in a different country than your entity's registered office, please list them under the **Facilities** and clarify in the **Comment** field whether this has an impact or not, on any of the 3 criteria.

In case further clarifications are needed, a Nationality questionnaire may be requested to be filled in.

Country of the entity's registered office

NL-The Netherlands

Country of the research centres *

If different from the country of the registered office, please provide clarification in the **Comment** field. (If more than one country, please select «Multiple» and also provide clarification)

Country of the decision-making centres *

If different from the country of the registered office, please provide clarification in the **Comment** field. (If more than one country, please select «Multiple» and also provide clarification)

Territory on which the work is to be carried out *

If different from the country of the registered office, please provide clarification in the **Comment** field. (If more than one country, please select «Multiple» and also provide clarification)

Comment

In case you have chosen different countries in the above questions, please include below any additional information that you may consider relevant for evaluation.

The data are needed by ESA for the entity's nationality assessment



Registration: step 6

- enter your registration locations and facilities

FACILITIES

+

Please list below all your entity's facilities / branch offices (no subsidiaries or short term project locations)
If your entity has subsidiaries, you can list them in the [Structure](#) section of the questionnaire.

Facility Name	Location	Number of staff	City	Country	Facility Type
There are no items to display					

Corporate Group Information

?

Member of a group?*

☐ Yes

☒ No

Save And Close

Previous Section

Next Section



Registration: step 7

- enter the entity's entity type details

esa

esa-star
registration

18 Apr 2019

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Contact Us

Help

extranet

Home

New Registration

Start

Resume

Maintain Entity Information

ESA Entities Directory

TEST: REGISTRATION ENTITY TYPE

Legal Person *

Private

Public

Entity Type *

Entity Category *

Profit

Non-Profit

Save And Close

Previous Section

Next Section



Registration: step 8

- enter your entity's financial and staff basics

18 Apr 2019

esa

esa-star
registration

extranet

Home

New Registration

Start

Resume

Maintain Entity Information

ESA Entities Directory

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TEST: REGISTRATION FINANCIAL AND STAFF BASICS

Information
Please, remember to convert your currency in Euro. You can use the [Currency Converter](#) available at the following link: [InforEuro](#)

End of Accounting Period *
0

Date of establishment (date of foundation of your entity)
17/04/2019

2018

Number of employees *

Total Assets/Liabilities (annual balance sheet total) *
€

Operating revenue (Turnover)
€

I declare that I have no financial information available, however I commit to provide them as soon as they are available

2017

Number of employees *

Total Assets/Liabilities (annual balance sheet total) *
€

Operating revenue (Turnover)
€

I declare that I have no financial information available, however I commit to provide them as soon as they are available

Save And Close

Previous Section

Next Section



Registration: step 8b

- enter your entity's financial and staff basics in case you are a Start-up

18 Apr 2019

esa

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registration

extranet

ESA Home Page

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New Registration

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Resume

Maintain Entity Information

ESA Entities Directory

TEST: REGISTRATION FINANCIAL AND STAFF BASICS

Information

Please, remember to convert your currency in Euro. You can use the [Currency Converter](#) available at the following link: [InforEuro](#)

End of Accounting Period *

0

Date of establishment (date of foundation of your entity)

17/04/2019

2018

Number of employees *

Total Assets/Liabilities (annual balance sheet total) *

€

Operating revenue (Turnover)

€

I declare that I have no financial information available, however I commit to provide them as soon as they are available

☐

2017

Number of employees *

Total Assets/Liabilities (annual balance sheet total) *

€

Operating revenue (Turnover)

€

I declare that I have no financial information available, however I commit to provide them as soon as they are available

☐

Save And Close


Previous Section

Next Section



Registration: step 9

- If your entity is an SME, claim your SME status here

esa-star
registration

extranet

[ESA Home Page](#)[EMITS](#)[ESA Industry Portal](#)[Contact Us](#)[Help](#)

[Home](#)[New Registration](#)[Start](#)[Resume](#)[Maintain Entity Information](#)[ESA Entities Directory](#)

TEST : SME INFO

Information

ESA applies the SME Definition established by the European Commission in its [Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises as published in the Official Journal of the European Union L 124, p. 36 of 20 May 2003](#).

Validated SMEs within ESA can benefit from special SME tendering and payment conditions (when so defined).
To learn more about the policies adopted by ESA regarding the SMEs, the business opportunities adapted to them and the actions implemented in their favour, please visit the [ESA SME Portal](#) accessible [here](#).

Entity Information

Entity Size

TBD

SME Status Claim

Not Claimed

Claim SME Status

The ESA Procurement Regulations indicate a mandatory yearly update (as per Article 18.5 of the ESA Procurement Regulations) of your esa-star questionnaire. If granted, the SME status is re-assessed every year, after the mandatory update. Failure to do so for two consecutive years will lead to the loss of the SME status.

Save And Close

Previous Section

Next Section



Registration: step 10

- a pop-up window opens. Click on “Go to Structure”

TEST TEST : SME INFO

Information

ESA applies the SME Definition established by the European Commission in its [Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises as published in the Official Journal of the European Union L 124, p. 36 of 20 May 2003](#).

Validated SMEs within ESA can benefit from special SME tendering and payment conditions (when so defined).
To learn more about the policies adopted by ESA regarding the SMEs, the business opportunities adapted to them and the actions implemented in their favour, please visit the ESA SME Portal accessible [here](#).

Entity Information

Entity Size
TBD

SME Status Claim
Not Claimed [Claim SME Status](#)

SME Info

Since the section "7 - Structure" is not completed, the SME status can not be claimed.
Please use the button "Go to Structure" to access to the next section and fill in the 100% of shareholders and Participation in Capital field.

[Go to Structure](#) [Cancel](#)

[Save And Close](#) [Previous Section](#) [Next Section](#)



Registration: step 11

- Provide data about your entity's structure (shareholders and group information)

esa-star registration

Home

ESA Home Page | EMITS | ESA Industry Portal | Contact Us | Help

TEST TEST: REGISTRATION STRUCTURE

Information

Please, remember that:

1. The information in this section is mandatory if you want to claim the SME Status. Moreover, in that case, it will not be possible to select the option *Not Available* for the field *Participation in the Capital Of Other Firms*.
2. In order to edit the Group Member Information you need to access the section 3 - *Locations*

SHAREHOLDERS

+

Name	Type of owner/Shareholder	% of Shares / Voting Rights	Address	Telephone	E-mail	Web Site
There are no items to display						

Corporate Group Information

Member of a group?*

☐ Yes

☒ No

Participation in the Capital of Other Firms?*

☐ Yes

☒ No

☐ Not Available

Previous Section

The information on “**Corporate Group Information**” is filled in in the “Location” section and can be edited only in that section

If more than 25% of the shares of your entity are owned by another entity OR if your entity owns more than 25% of another entity:

→ Additional forms for each entity concerned will have to be filled in and submitted to ESA



Registration: step 12

- After you have filled in the “Structure” section, the status of the SME field changes to “claimed”. ESA is now evaluating your application. You will be informed of the outcome by email. Go to “Next Section”.

esa-star
registration

extranet

[Home](#)[New Registration](#)[Start](#)[Resume](#)[Maintain Entity Information](#)[ESA Entities Directory](#)

[ESA Home Page](#)[EMITS](#)[ESA Industry Portal](#)[Contact Us](#)[Help](#)

TEST TEST : SME INFO

Information

ESA applies the SME Definition established by the European Commission in its [Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises as published in the Official Journal of the European Union L 124, p. 36 of 20 May 2003](#).

Validated SMEs within ESA can benefit from special SME tendering and payment conditions (when so defined).
To learn more about the policies adopted by ESA regarding the SMEs, the business opportunities adapted to them and the actions implemented in their favour, please visit the [ESA SME Portal](#) accessible [here](#).

Entity Information

Entity Size

TBD

SME Status Claim

Claimed

Revoke SME Claim

SME Claim Attachment

The ESA Procurement Regulations indicate a mandatory yearly update (as per Article 18.5 of the ESA Procurement Regulations) of your esa-star questionnaire. If granted, the SME status is re-assessed every year, after the mandatory update. Failure to do so for two consecutive years will lead to the loss of the SME status.

Save And Close

Previous Section

Next Section



Registration: step 13

- To complete the “Light Registration”, click on “Submit”. Click on “Proceed” for a Full Registration.

esa registration

extranet

Home
New Registration
Start
Resume
Maintain Entity Information
ESA Entities Directory

TEST TEST LIGHT: REGISTRATION SUMMARY

Entity Information

Entity Name
test

Entity Nationality
NL-The Netherlands

Business Registration Number

SME Status Claim
Claimed

Entity information Administrator E-mail

VAT Number

Entity Type
Company

It is highly recommended to fill in the “Competences” area as this will provide ESA and other registered entities with information about your entity’s competences and areas of activity

Fill in the following optional information if available

Previous Entity Name

M&A, Split, Spin-Off Operations

Competences

Bank Details

Save And Close Previous Section Export in PDF Proceed For Full Registration Submit for Light Registration



Registration

- When your registration is **validated** by ESA, the system executes the following actions:
 - Questionnaire status is modified from “Submitted for validation” to “Published”
 - Entity status is modified to “**Valid Full**” (i.e. the entity can be awarded with a contract as prime in esa-p) or “**Valid Partial**” (the entity cannot be awarded with a contract as prime in esa-p) depending on the information entered
 - New esa-star accounts (username, password) for Entity users are created
 - Entity data is sent to esa-p
 - Entity and users’ data is sent to EMITS
 - An email is sent to the Entity Information Administrator (EIA) to notify him/her that the registration has been approved
 - All new users are automatically notified of their username and password (to be changed at the time of first access)



Registration – Help

- The esa-star User Manual is available at:

<https://esastar-emr.sso.esa.int/Account/DownloadFile>

SME status

What is the SME status and how do I claim it?

SME Status

ESA applies the SME Definition established by the European Commission in its [Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises as published in the Official Journal of the European Union L 124, p. 36 of 20 May 2003](#).

Basic parameters the applicant company must satisfy to be considered as an SME:

- (a) employ fewer than 250 persons, and
 - (b) have an annual turnover not exceeding €50 million
- OR
- an annual balance sheet total not exceeding €43 million

- **In addition*:**

- If between 25% and 50% of the shares of the applicant company are owned by another company OR if the applicant company owns between 25% and 50% of another company, the other company's/companies' consolidated staff and revenue data are added to the applicant company, pro-rated to the same % as the shareholding.
- If the shareholding is greater than 50%, 100% of the other company's/companies' staff & revenue data are added to the applicant company.

* In fact, an enterprise can be very small in these terms (number of employees, turnover and balance sheet total), but if it has access to significant additional resources (e.g. because it is owned by, linked to or partnered with a larger enterprise) it might not be eligible for SME status. For enterprises with a more complex structure, a case-by-case analysis may therefore be required to ensure that only those enterprises that fall within the 'spirit' of the SME Recommendation are considered SMEs (*User guide to the SME definition – EC*)

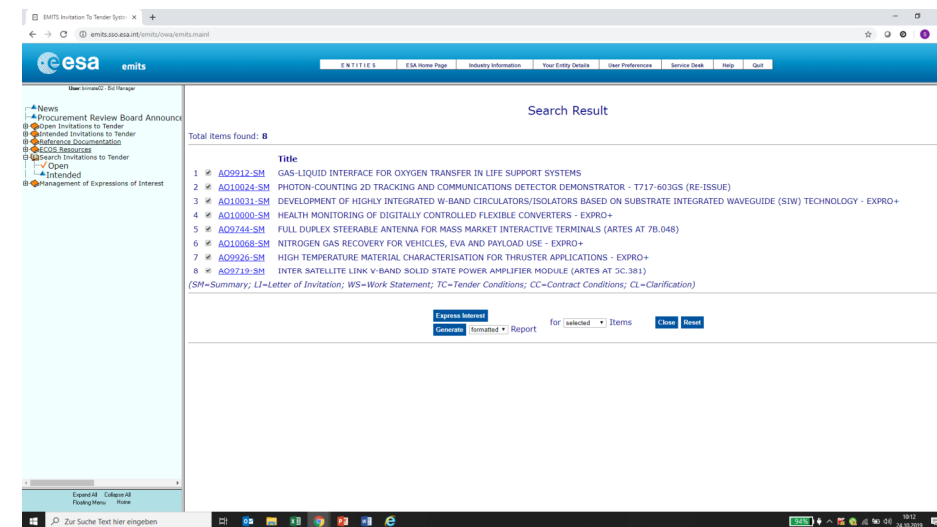
SME Status

Validated SMEs within ESA can benefit from support measures as well as **special SME tendering and payment conditions** (when so defined).

Examples:

- **C1-C4 clauses** (A set of procurement clauses favouring non-Prime entities, including SMEs. Detailed description [here](#))
- **35% advance payment** (Detailed description [here](#))
- **Training courses for SME** (Detailed description [here](#))

To learn more about the policies adopted by ESA regarding SMEs, the business opportunities adapted to them and the actions implemented in their favour, please visit the ESA SME Portal accessible [here](#).



SME Status

For the assessment of an entity's **SME status** the following sections in esa-star need to be completed:

- **Financial and Staff Basics**
- **Structure**
 - If more than 25% of the shares of the company are owned by another company
OR if the company owns more than 25% of another company additional forms for each entity concerned will have to be filled in and submitted to ESA (Annex to questionnaire)
→ Annexes are emailed to entities by ESA's entity validators who assess the SME status claim

Participation in the Capital of Other Firms?*

☒ Yes

☐ No

▼ SUBSIDIARIES

+

Name	% of participation in the subsidiary	Address
There are no items to display		

SME Status

Annex to questionnaire

Footnotes:

- 1 If more than 25% of an entity's shares/voting rights are owned by one or jointly by several other organisations, it is mandatory to fill in this annex for each of the organisations (not necessary when the owner is an individual).
- 2 If the percentage of shares/voting rights owned by an entity in one or several companies exceeds a total of 25%, it is mandatory to fill in this annex for each of the companies.



The Annex will be emailed to entities by ESA's entity validators if it is necessary to fill it in

Annex to esa-star questionnaire (PDF)

1. GENERAL INFORMATION			
Name of the Company			
Contact person(s)			
Full Address (Number, Street, Zip Code, City, Country.)			
Telephone/ Fax			
E-mail address			
Web site			
Chamber of commerce Registration Nr			
Place of Registration (Town/Country)			
Date of Registration			
2. YOUR COMPANY RESOURCES FOR THE LAST 3 YEARS			
	Year 2016	Year 2017	Year 2018
Total Staff employed by the Company			
Total Turnover of the Company			
Balance sheet total of the Company			
3. OWNERS OF SHARES OR VOTING RIGHTS IN YOUR COMPANY (100% overview)			
Name of Owner	% of shares/voting rights	1 TYPE	Nationality
4. PARTICIPATION OF YOUR COMPANY IN OTHER COMPANIES 2			
Name of other company	% of your shares or voting rights	Nationality	

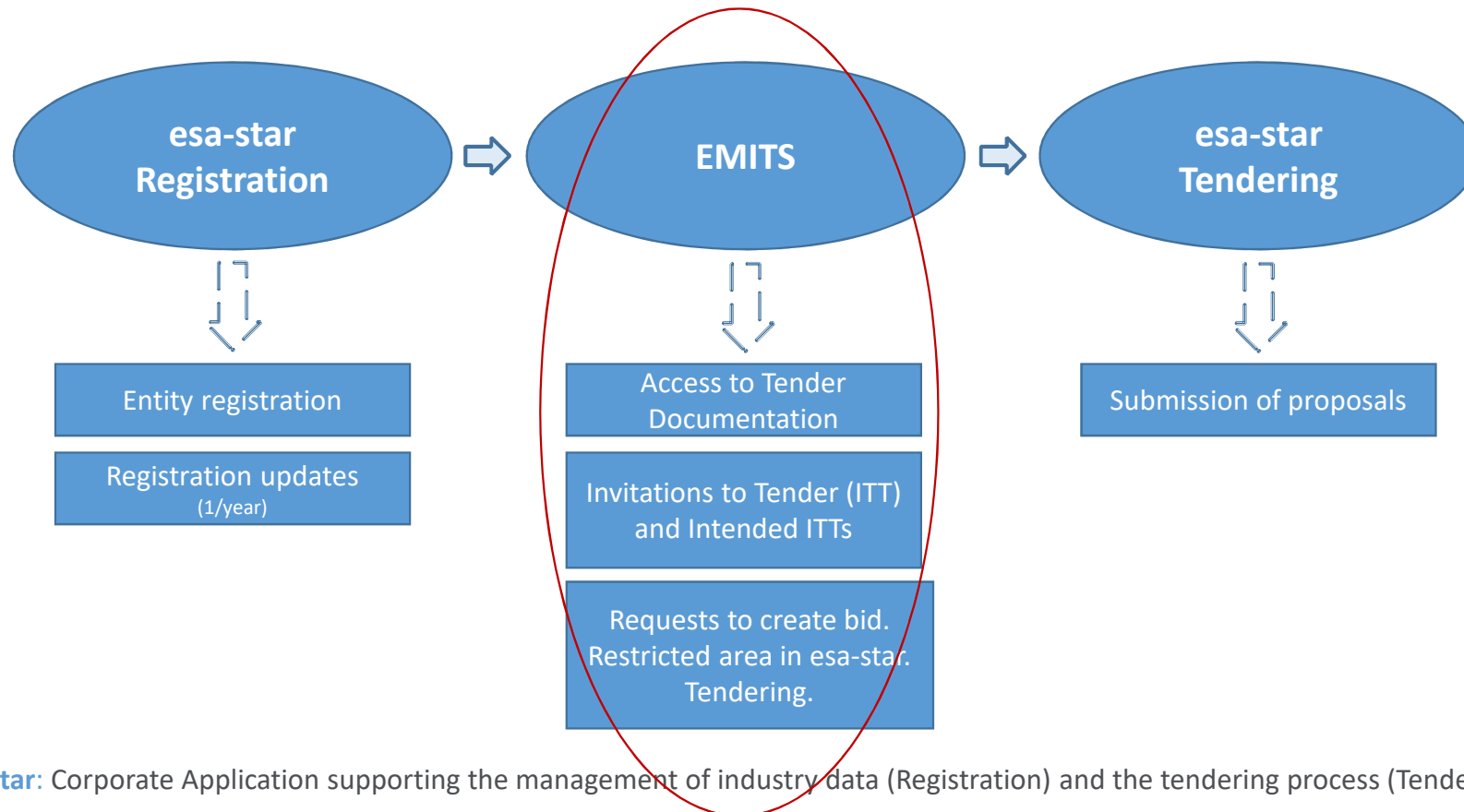
SME Status

- ESA's entity validators check and validate SME status claims
- Once the SME status of an entity has been validated, entities do not need to reclaim it on an annual basis.
 - However, an entity's SME status will be reassessed by ESA on an annual basis, based on **annual updates** to be provided by all entities.
 - After two consecutive years of not providing an update, an entity loses its SME status automatically

EMITS

How do I access (Intended) Invitations to Tender?

ESA's electronic tendering systems

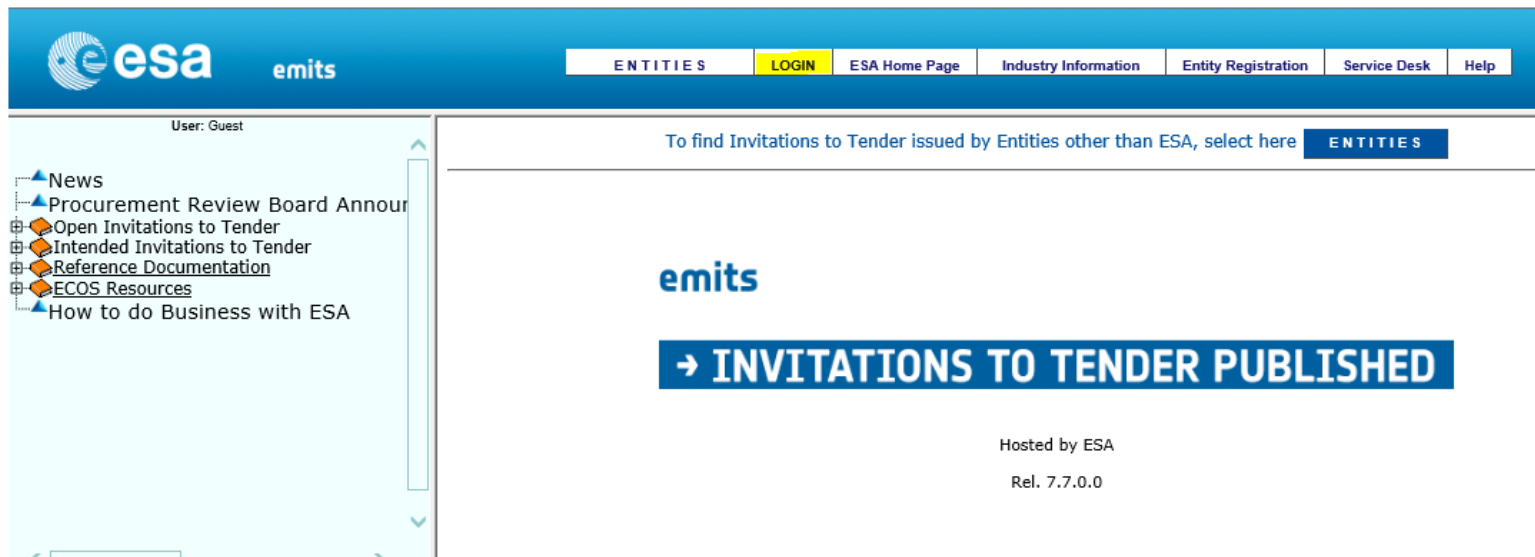


esa-star: Corporate Application supporting the management of industry data (Registration) and the tendering process (Tendering).

EMITS: Corporate Application for publishing Invitation-to-Tenders (ITT) and information about the ESA procurement process.

EMITS

- Link to access EMITS: <http://emits.sso.esa.int/emits/owa/emits.main>



EMITS



The **Bid Manager** role needs to be assigned to the user wishing to [access Tender documents](#) in EMITS, [create a Bidder Restricted Area \(BRA\)](#) and [submit a proposal](#) (the Roles are assigned in the “Contacts” section of the *esa-star* Registration questionnaire).

EMITS features:

- **Intended ITTs:** potential tenderers may declare their interest and see which other companies have done the same (interesting to identify potential partners)
- **Open Invitations to Tender (ITT)**
- **Search** for ITTs
- **Reference Documents:** technical, administrative and contractual standards and documents (e.g. PSS-A forms, ESA General Clauses and Conditions, Engineering standards etc)
- Competitive ITTs published by ESA on behalf of **other entities** (available under “Entities”)
- **News** – Consultations to industry, Announcements, etc.

esa emits

ENTITIES LOGIN ESA Home Page Industry Information Entity Registration Service Desk Help

User: Guest

- News
- Procurement Review Board Announcements
- Open Invitations to Tender
- Intended Invitations to Tender
- Reference Documentation
- ECOS Resources
- How to do Business with ESA

emits

→ INVITATIONS TO TENDER PUBLISHED

Hosted by ESA
Rel. 7.7.0.1

EMITS – Intended Invitations to Tender

- Once approved and introduced in the Work Plan of the relevant ESA Programme, envisaged competitive procurement actions are published through EMITS in the tab “**Intended Invitations to Tender**”

The screenshot displays the ESA EMITS (European Mission Information and Tendering System) interface. The top navigation bar includes the ESA logo, the 'emits' label, and links for ENTITIES, LOGIN, ESA Home Page, Industry Information, Entity Registration, Service Desk, and Help. The user is logged in as 'User: Guest'.

The left sidebar contains a tree menu with the following items: News, Procurement Review Board Announcements, **Intended Invitations to Tender** (highlighted with a yellow box), By Establishment, By Directorate, By Date / Quarter, By Programme / Quarter, By Keyword, By Country, By Status, By Revision Number, By Publication Date, Global List, Anticipations, Booklet, Reference Documentation, ECOS Resources, and How to do Business with ESA.

The main content area is titled 'ESA Intended Invitations To Tender / Global List' and shows a total of 347 items. A list of 14 items is displayed, each with a number, a link, and a description:

- 1 [17.1AA.05](#) UK AMBASSADOR PLATFORM BUSINESS DEVELOPER (UK AP BD) (INITIATED)
- 2 [19.1AA.01](#) BUSINESS APPLICATIONS AMBASSADOR PLATFORM FOR ITALY (COMPLETED)
- 3 [17.1EC.04](#) GNC PRELIMINARY DESIGN FOR RENDEZVOUS AND DOCKING IN NRO ORBITS AROUND THE MOON (COMPLETED)
- 4 [19.1EC.01](#) PROTOTYPING OF BEARINGS-ONLY GUIDANCE FOR RENDEZVOUS IN NRO ORBITS - EXPRO+ (INTENDED)
- 5 [19.1EC.02](#) GNC SYSTEM FRAMEWORK FOR RE-USABLE SPACE TRANSPORTATION SYSTEMS - EXPRO+ (INTENDED)
- 6 [18.1ED.04](#) INVESTIGATION OF ADDITIVE MANUFACTURING OF IMPROVED CERAMIC PACKAGES FOR DETECTORS - EXPRO PLUS (ISSUED)
- 7 [18.1ED.08](#) PROTOTYPE REMOTE INTERFACE UNIT (RIU) FOR SWE HOSTED PAYLOADS (ISSUED)
- 8 [18.1ED.10](#) SPACEWIRE NETWORK MANAGEMENT SERVICE SUITE DEFINITION AND VALIDATION - EXPRO+ (INTENDED)
- 9 [19.1ED.01](#) PROTOTYPE OF ANALOG LATCHING CURRENT LIMITER AND PACKAGING - EXPRO PLUS (INTENDED)
- 10 [19.1ED.02](#) REFERENCE DESIGN AND BASIC SOFTWARE FOR A SINGLE BOARD COMPUTER BASED ON GR740 (INTENDED)
- 11 [19.1ED.03](#) COTS-BASED HIGHLY INTEGRATED COMPUTER SYSTEM FOR MINI/NANO SATELLITES (INTENDED)
- 12 [19.1ED.04](#) MONOLITHIC INTEGRATION OF GAN GATE DRIVER AND POWER TRANSISTOR SWITCHING FUNCTIONS (ISSUED)
- 13 [19.1ED.05](#) DEFINITION OF RADIATION EFFECTS MITIGATION TECHNIQUES FOR ULTRA-DEEP SUBMICRON TECHNOLOGIES (ISSUED)
- 14 [19.1EP.01](#) VIRTUAL SPACE WEATHER MODELLING CENTRE (VSWMC) - PART III (ISSUED)

EMITS – Intended Invitations to Tender

- EMITS users can at this stage:
 - Access the **abstract** of an Intended Invitation to Tender (objectives, price range, participating countries, etc.);
 - Find the name of the **technical contact person** -> at this stage of the process it is possible to **communicate with ESA** (e.g. with technical experts). Once an ITT is issued, communications can solely go through the assigned ESA Contracts Officer;
 - Express **interest** in the activity;
 - **Show the specialisation area** of their company;
 - Announce their **wish to team up** and bid together with other companies (as Prime and/or Sub).

EMITS – Intended Invitations to Tender

ESA Intended Invitation To Tender

19.1EC.01

Title: PROTOTYPING OF BEARINGS-ONLY GUIDANCE FOR RENDEZVOUS IN NRO ORBITS - EXPRO+

Revision: 4

Program ref.: Technology Developme

Tender Type: C

Tender Status: INTENDED

Price Range: 200-500 KEURO

Budget Ref.: E/0901-01 - Technology Developme

Proc. Prop.: NO

Special Prov.: BE+DK+FR+DE+IT+NL+ES+SE+CH+GB+IE+AT+NO+FI+PT+GR+LU+CZ+RO+PL+EE+HU

Establishment: ESTEC

Responsible: Benoit, Alain

Industrial Policy Measure: N/A - Not apply

Publication Date: 02-APR-19

At the IITT stage, entities can contact the ESA Technical Responsible. Once an ITT is issued, all communications with ESA can exclusively go through the assigned Contracts Officer



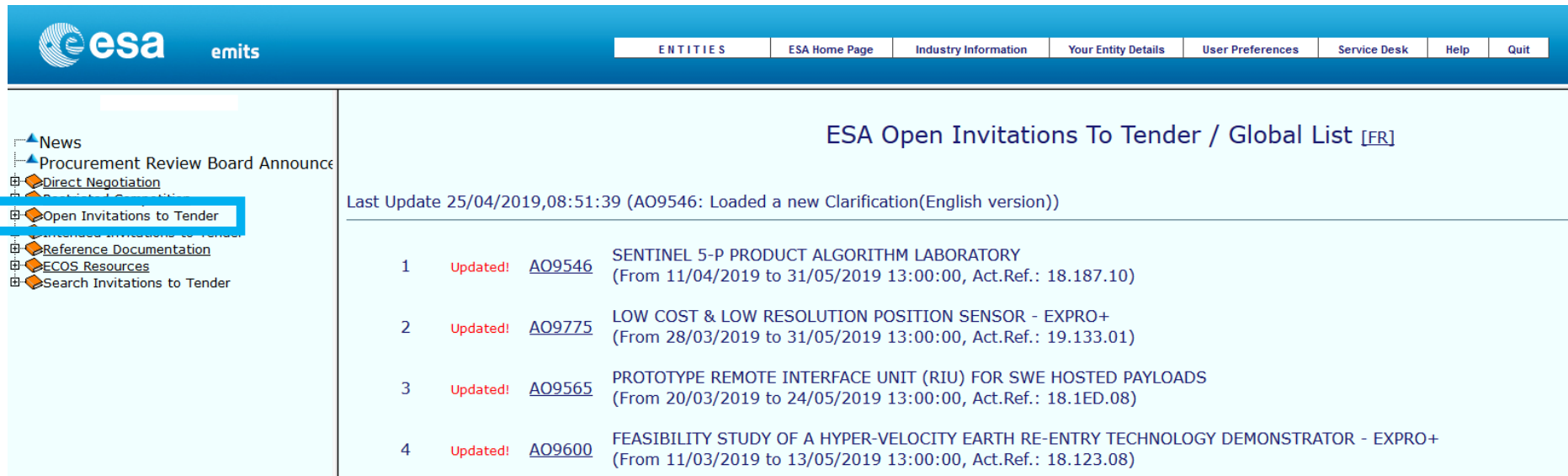
Bearings-Only rendezvous consists in approaching a target in the far range having only angular measurements to this target. This technique has the potential to significantly reduce the mass of the navigations sensors required for rendezvous, since angular measurements can be obtained with an optical camera, which has significantly lower mass and power requirements. Nevertheless, since the navigation problem is unobservable without range measurements, smart guidance must be implemented to ensure the manoeuvres performed allow range estimation and ensure navigation filter convergence, which is compulsory for autonomous rendezvous. This technique has the potential to reduce mission cost by increasing autonomy and reducing requirements for the rendezvous in exploration missions such as the Cis-Lunar Transport Habitat (CTH) or sample return missions. In addition, this technique can serve as a low cost backup option for missions with range sensors when a failure prevents the availability of range measurements, without the need of redundant equipment. Nevertheless, this technology has only been demonstrated with detailed Model-In-the-Loop (MIL) simulations up to TRL3 in circular orbits, and even less for elliptical orbits. In order to have such a technology ready for exploration missions, it is proposed to develop a hardware in the loop test bench to show the feasibility of solving the required estimation and optimization problems for elliptical NRO orbits inside a representative flight processor. The following tasks are envisaged: 1) Research state of the art bearings-only guidance and navigation techniques for rendezvous, including those for highly elliptical orbits. 2) Design the required bearings-only guidance and navigation functions based on a trade-off of the current state of the art. 3) Implement the bearings-only guidance and navigation functions in a representative simulation environment for the sample mission. 4) Model-in-the-loop testing campaign of the algorithms. 5) Hardware-in-the-loop implementation of the proposed algorithms 6) HIL Testing, including sensor hardware in the loop.

Current Expressions of Interest

Express interest in an activity

EMITS – Open Invitations to Tender

- As soon as an ITT is ready, it is published under “**Open Invitations to Tender**”. At this stage all tender documentation becomes available (e.g. the Letter of Invitation, Statement of Work, Contract Conditions and Tender Conditions)



The screenshot displays the ESA EMITS (European Mission Information and Tendering System) interface. The top navigation bar includes the ESA logo, the 'emits' label, and a series of links: ENTITIES, ESA Home Page, Industry Information, Your Entity Details, User Preferences, Service Desk, Help, and Quit. On the left sidebar, a menu lists various sections: News, Procurement Review Board Announcements, Direct Negotiation, Open Invitations to Tender (highlighted with a blue box), Extended Invitations to Tender, Reference Documentation, ECOS Resources, and Search Invitations to Tender. The main content area is titled 'ESA Open Invitations To Tender / Global List [FR]' and shows a 'Last Update' timestamp of 25/04/2019,08:51:39 (AO9546: Loaded a new Clarification(English version)). Below this, a table lists four tender items, each marked as 'Updated!' and linked to a specific AO number.

1	Updated!	AO9546	SENTINEL 5-P PRODUCT ALGORITHM LABORATORY (From 11/04/2019 to 31/05/2019 13:00:00, Act.Ref.: 18.187.10)
2	Updated!	AO9775	LOW COST & LOW RESOLUTION POSITION SENSOR - EXPRO+ (From 28/03/2019 to 31/05/2019 13:00:00, Act.Ref.: 19.133.01)
3	Updated!	AO9565	PROTOTYPE REMOTE INTERFACE UNIT (RIU) FOR SWE HOSTED PAYLOADS (From 20/03/2019 to 24/05/2019 13:00:00, Act.Ref.: 18.1ED.08)
4	Updated!	AO9600	FEASIBILITY STUDY OF A HYPER-VELOCITY EARTH RE-ENTRY TECHNOLOGY DEMONSTRATOR - EXPRO+ (From 11/03/2019 to 13/05/2019 13:00:00, Act.Ref.: 18.123.08)

General Information on ESA's ITTs

- An **Invitation To Tender** (ITT) in the case of a **competitive tendering** procedure or **Request For Quotation** (RFQ) in the case of a **non-competitive tendering** procedure specifies the Agency's requirements against which an economic operator is to submit his tender for evaluation by the Agency.
- The issuing of an ITT by ESA does not bind the Agency in any way to place a contract.
- An ITT is considered closed when the resulting contract is placed by the Agency or when the Agency informs economic operators or tenderers of either the cancellation of the ITT or of its re-issuing.

EMITS – Open Invitations to Tender

The screenshot displays the ESA EMITS (European Mission Information and Tendering System) interface. The top navigation bar includes the ESA logo, 'emits', and links for ENTITIES, ESA Home Page, Industry Information, Your Entity Details, User Preferences, Service Desk, Help, and Quit. A sidebar on the left lists navigation options: News, Procurement Review Board Annou..., Direct Negotiation, Open Invitations to Tender, Intended Invitations to Tender, Reference Documentation, ECOS Resources, Search Invitations to Tender, and Administration. The main content area is titled 'ESA Open Invitation To Tender [ER]' with the reference number 'A09582'. It provides detailed information about the tender, including the title 'GNSS RECEIVER CHAIN TECHNOLOGY ENABLER AND INTEGRITY TECHNIQUES FOR THE RAILWAY ENVIRONMENT', open and closing dates, status, reference number, special provisions, tender type, price range, products, technology domains, establishment, directorate, department, division, contract officer, industrial policy measure, last update date, and update reason. A detailed description of the activity's objective and tasks is provided. Below the description, a list of tender documents is shown with checkboxes and file sizes. At the bottom, there is a section for 'Current Expression of Interest' with a dropdown menu for selecting documents to be transferred to the user's email address.

esa emits ENTITIES ESA Home Page Industry Information Your Entity Details User Preferences Service Desk Help Quit

User: visitor - Bidder Validator

ESA Open Invitation To Tender [ER]
A09582

Title: GNSS RECEIVER CHAIN TECHNOLOGY ENABLER AND INTEGRITY TECHNIQUES FOR THE RAILWAY ENVIRONMENT
Open Date: 12/02/2019
Closing Date: 09/04/2019 13:00:00
Status: ISSUED
Reference Nr.: 18.1ET.28
Special Prov.: DE+IT+FR
Tender Type: C
Price Range: > 500 KEURO
Products: Ground Segment / Ground Station / RF equipment / Transmitter and Receiver assemblies, Frequency converters, ...
Technology Domains: RF Systems, Payloads and Technologies / Radio Navigation Systems/Subsystems / Ground Receivers
Establishment: ESTEC
Directorate: Directorate of Tech, Eng. & Quality
Department: Electrical Engineering Department
Division: Radio Frequency Systems & Payloads Office
Contract Officer: Seynaeve, Christophe Rene R.
Industrial Policy Measure: N/A - Not apply
Last Update Date: 13/02/2019
Update Reason: Modified a Clarification(English version) 1

The objective of this activity is to develop a railway GNSS receiver chain technology enabler, to support the testing and validation of integrity concepts, algorithms, and techniques for receivers in a railway environment. In addition, the activity aims to develop, test and consolidate integrity techniques suitable for GNSS-based virtual balise detection in the European Rail Traffic Management System (ERTMS) / European Train Control System (ETCS). A key issue for use of GNSS in safety critical train control systems is the lack of confidence on the residual positioning error. Errors caused by feared events in the railway environment such as multipath, non-line of sight conditions and electromagnetic interference (EMI) can lead to an increased risk of hazardous misleading information (i.e. position not bounded by confidence interval). Effective barriers are needed to detect and mitigate these feared events such that the threat of under-bounding the residual errors is mitigated to the required level. This activity foresees the development such barriers and the necessary tools to test and validate them. This activity foresees the following tasks: 1. Review of the state of the art and consolidation of requirements, 2. Design and development of an advanced real-time receiver platform comprised of a complete GNSS receiver chain. The platform shall support the testing of mitigation and suppression techniques for feared events in the railway environment at all stages of the receiver chain including antenna, RF domain, DSP domain (pre-correlation, correlation), range domain and position domain. The platform shall also provide support for GNSS/INS integration architectures, 3. Design and implementation of integrity concepts, techniques and algorithms on the receiver platform to mitigate feared events in the railway environment, 4. Testing and validation of developed integrity concepts, techniques and algorithms using the receiver platform.

☒ Letter of Invitation, 50411 Bytes
☒ Statement of Work, 487287 Bytes
☒ Contract Conditions, 331630 Bytes
☒ Tender conditions, 145236 Bytes
☒ Clarification-e 1, 27715 Bytes

Transfer selected documents as (native to your email-address)

Current Expression of Interest

Summary of Information
about the Open Tender

Expression of Interest:

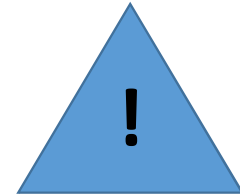
- to be notified of changes, updates and clarifications pertaining to an ITT
- to announce wish to team up and bid together with other companies

Tender Documents

Expression of Interest

EMITS – Open Invitations to Tender

Communications with ESA during the tendering period:



- Once an ITT is published (under “Open Invitations to Tender”), contacts with the Agency regarding the activity can exclusively take place through the responsible **Contracts Officer** whose name is shown on the first page of the Cover Letter
- The Agency’s Contracts Officer, in coordination with the Tender Evaluation Board (TEB), will address every request and provide an answer: information deemed to be of interest to all potential tenderers, as well as possible extensions to the closing date, will be published on EMITS as an official clarification to the ITT in question.

EMITS – Email Notifications

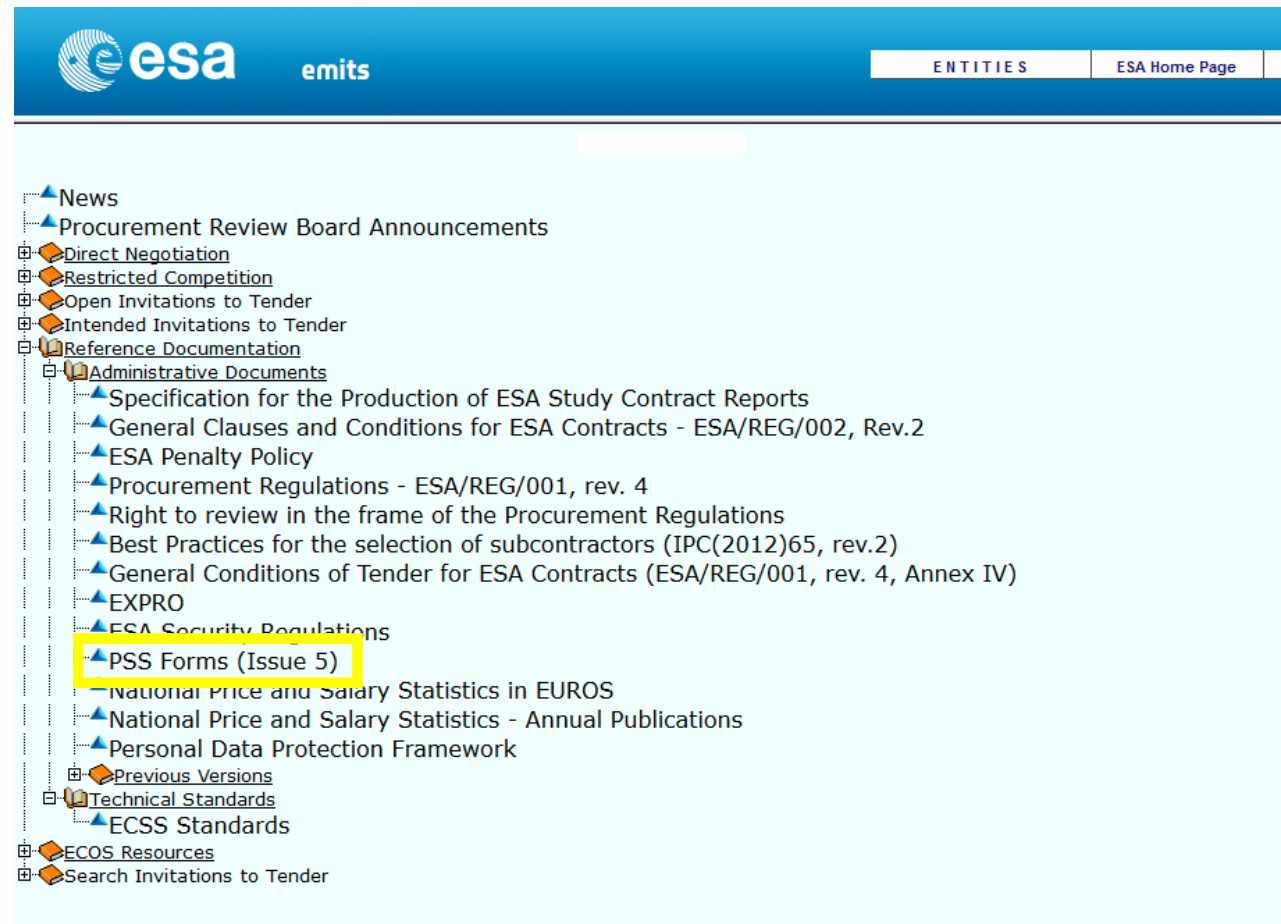
- The tab “User Preferences” provides entities with the possibility to set their email notifications about ITTs.
- Users can define and store their own search criteria to receive only those ITT notifications that meet their specified criteria (e.g. a certain price range, topic area or a closing date in a defined range).

The screenshot displays the EMITS web application interface. The top navigation bar includes the ESA logo, the text 'emits', and a series of tabs: 'ENTITIES', 'ESA Home Page', 'Industry Information', 'Your Entity Details', 'User Preferences' (highlighted with a red circle), 'Service Desk', 'Help', and 'Quit'. On the left side, there is a sidebar menu with options like 'News', 'Direct Negotiation', 'Restricted Competition', 'Open Invitations to Tender', 'Ordered by Open Date', 'Ordered by Closing Date', 'By Keyword', 'Global List', 'Tendered Invitations to Tender', 'Reference Documentation', 'Software Packages and Links', and 'Search Invitations to Tender'. The main content area is titled 'ESA Open Invitations To Tender / Ordered by Closing Date [FR]'. It shows a list of 10 tender items, each with a status (New! or Updated!), a reference number (AO8609, AO8637, etc.), a title, and a closing date. A callout box points to the 'User Preferences' tab with the text: 'User Preferences: Click here to set your notification preferences'.

	Status	Reference	Title	Closing Date
1	New!	AO8609	L3: GRAVITATIONAL WAVE OBSERVATORY METROLOGY LASER (From 31/05/2016 to 12/07/2016 13:00:00, Act.Ref.: 16.164.05)	31/05/2016
2	New!	AO8637	SPECIFICATION FOR CERTIFICATION OF ESA DIRECTORATES: EOP, HRE, LAU, OPS, TEC (From 31/05/2016 to 12/07/2016 13:00:00, Act.Ref.: 16.1QQ.04)	31/05/2016
3	New!	AO8619	IMPROVEMENT OF METHODOLOGIES FOR THERMO-ELASTIC PREDICTIONS AND VERIFICATION (PTIR) (From 31/05/2016 to 07/09/2016 13:00:00, Act.Ref.: 16.127.01)	31/05/2016
4	New!	AO8658	PAYLOAD EXECUTION PLATFORM SOFTWARE (From 30/05/2016 to 11/07/2016 13:00:00, Act.Ref.: 16.132.02)	30/05/2016
5	New!	AO8603	LOW SIDE LOBE LEVEL IMAGE RECONSTRUCTION IN MICROWAVE INTERFEROMETRY (From 30/05/2016 to 11/07/2016 13:00:00, Act.Ref.: 16.1ET.08)	30/05/2016
6	New!	AO8681	HIGH POWER L-BAND SWITCHES - EXPRO PLUS (From 27/05/2016 to 08/07/2016 13:00:00, Act.Ref.: 15.1ET.06)	27/05/2016
7	New!	AO8650	H2020 WP15-H0012 NAVIGATION ANTENNA TECHNOLOGY FRAMEWORK (From 25/05/2016 to 06/07/2016 13:00:00, Act.Ref.: 16.154.04)	25/05/2016
8	Updated!	AO8503	GNSS SPACE SERVICE VOLUME (SSV) EXTENSION - T710-301GF - EXPRO+ (From 24/05/2016 to 05/07/2016 13:00:00, Act.Ref.: 15.112.19)	24/05/2016
9	New!	AO8593	VDE FS - ASSESSING THE POTENTIAL OF FUTURE MARITIME APPLICATIONS IN THE CONTEXT OF VDE (VHF DATA EXCHANGE SYSTEM) - EXPRO PLUS (From 24/05/2016 to 02/09/2016 13:00:00, Act.Ref.: 16.1AA.01)	24/05/2016
10	Updated!	AO8696	ANTENNA WITH DEPLOYMENT SYSTEM FOR PENETRATOR MISSIONS - EXPRO PLUS (From 24/05/2016 to 05/08/2016 13:00:00, Act.Ref.: 16.1FF.04)	24/05/2016

EMITS – Reference Documents

- Important Administrative Documents and Technical Standards are provided under **“Reference Documentation”**
 - e.g. ESA’s “PSS Forms” (needed to tender for ESA ITTs)



EMITS – Search

- **“Industrial Policy”:** to search for all IITTs and ITTs which have the C1-C4 clauses* applied to them (procurement measures restricting the possibility to bid to non-LSIs and/or SMEs or R&D organisations)

The screenshot displays the EMITS search interface. The top navigation bar includes the ESA logo, the word 'emits', and a menu with links: ENTITIES, ESA Home Page, Industry Information, Your Entity Details, User Preferences, Service Desk, Help, and Quit. Below the navigation bar, the user is identified as 'User: svogt - Normal User'. On the left, a sidebar menu lists various categories: News, Procurement Review Board Announcements, Direct Negotiation, Restricted Competition, Open Invitations to Tender, Intended Invitations to Tender, Reference Documentation, ECOS Resources, and Search Invitations to Tender. The main content area is titled 'ESA Open Invitations To Tender Query Form' with 'Find' and 'Reset' buttons. The 'Search Criteria' section includes a 'Search for:' text box. Below this, the 'In:' section has three tabs: 'Summaries', 'Document types', and 'Document collection'. Under 'Summaries', there are checkboxes for 'All summary fields', 'Contract Conditions', 'Tender Conditions', and 'Clarifications'. Under 'Document types', there are checkboxes for 'Letters of Invitation', 'Work Statements', and 'Contract Conditions'. Under 'Document collection', there are radio buttons for 'English' (selected) and 'French'. The 'Open since:' and 'Updated since:' sections each have three dropdown menus for date selection. The 'Closing Date:' section has two rows of date selection: 'From (included):' with dropdowns for '25', 'APR', and '2017', and 'To (included):' with dropdowns for '24', 'JUL', and '2019'. Below these are dropdown menus for 'Special Provisions:', 'Price Range:', 'Establishment:', 'Keyword:', 'Products:', 'Technology', and 'Domains:'. The 'Industrial Policy' dropdown menu is highlighted with a yellow box, showing '(all)' as the selected option. At the bottom, there are links for 'Expand All', 'Collapse All', 'Floating Menu', and 'Home'.

*http://www.esa.int/About_Us/Business_with_ESA/Small_and_Medium_Sized_Enterprises/Opportunities_for_SMEs/Procurement_policy_on_fair_access_for_SMEs_-_the_C1-C4_Clauses

EMITS – Help

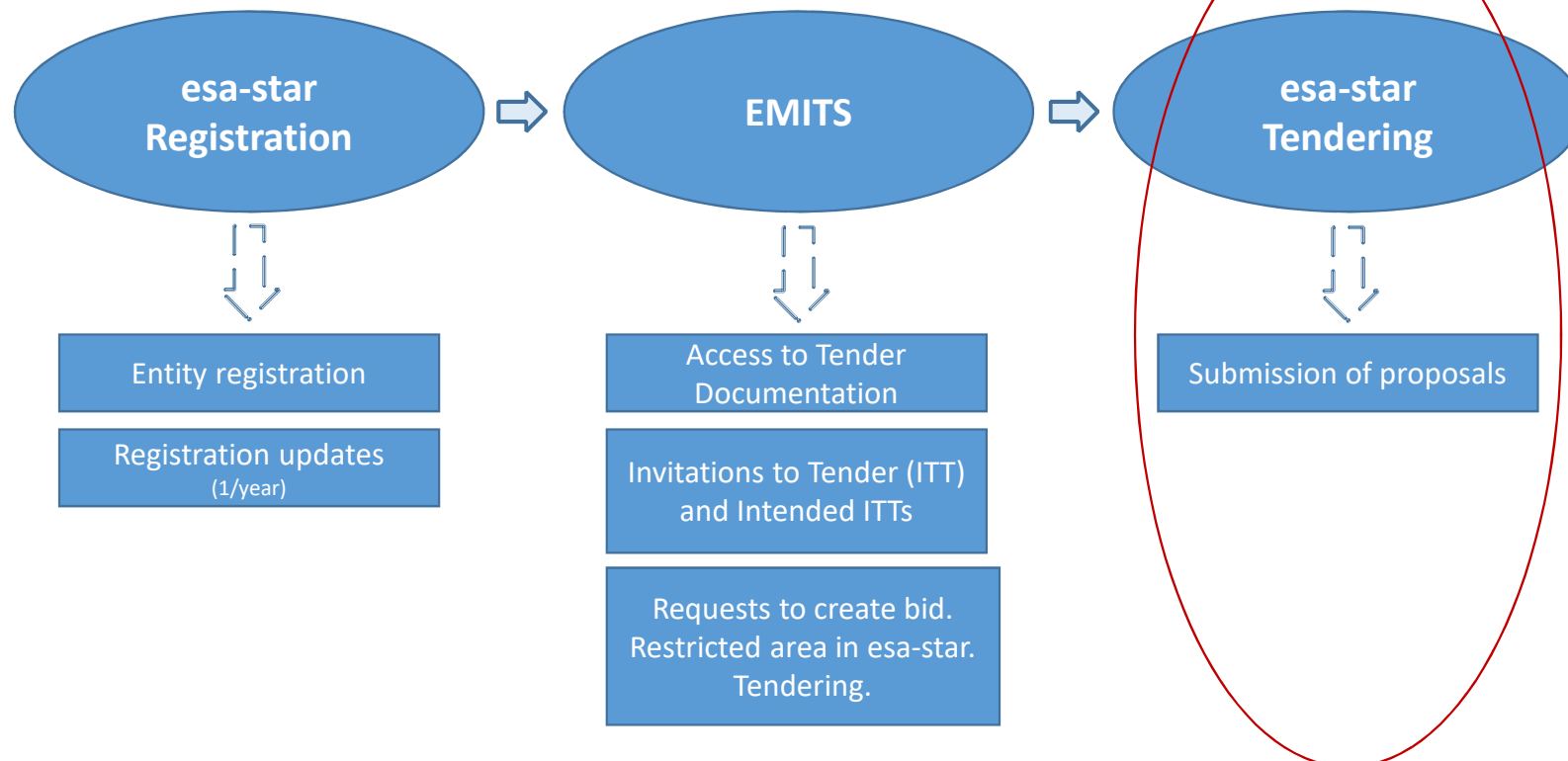
- The EMITS User Manual is available at:

<https://emits.sso.esa.int/emits-doc/emitsdata/help/HelpGen.htm#>

esa-star Tendering

How can I submit proposals to ESA?

ESA's electronic tendering systems



esa-star: Corporate Application supporting the management of industry data (Registration) and the tendering process (Tendering).

EMITS: Corporate Application for publishing Invitation-to-Tenders (ITT) and information about the ESA procurement process.



Tendering

- Link to access esa-star Tendering: <https://esastar.sso.esa.int>
- In order to submit offers to ESA, bidders have to create **Bidder Restricted Areas** (BRAs) in EMITS. The bidder work area is automatically created in esa-star Tendering afterwards.
- Bidders can then:
 - upload and submit offers to ESA
 - submit clarification and extension requests up to the deadlines set by ESA
 - recall a proposal at any time before the closing date

Conclusion

How to do business with ESA

Doing Business with ESA

- Register with ESA: esa-star registration: <https://esastar-emr.sso.esa.int/>
- If you are an SME, claim your SME status
- Review EMITS Intended and Open Invitations to Tender (ITTs) regularly and identify activities of interest:
<http://emits.sso.esa.int/emits/owa/emits.main>
- Via EMITS, communicate your interest in participating in the corresponding ITT
- Contact potential partners identified via EMITS
- Respond to ITTs

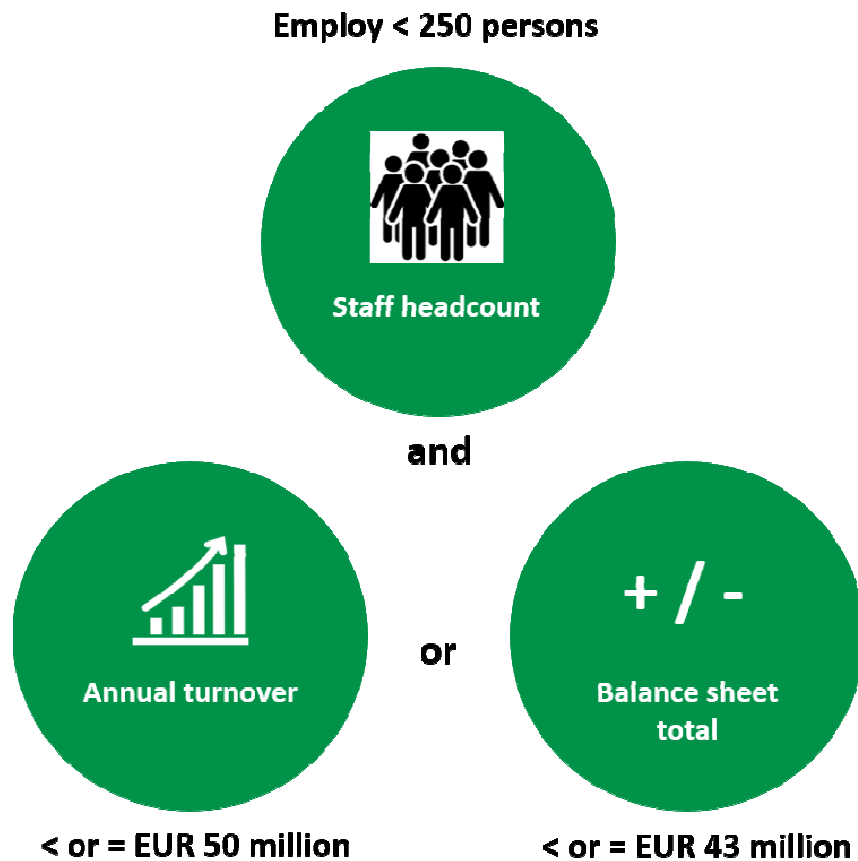
The ESA SME Office

Your Point-of-Contact @ESA

The ESA SME Office and SME Initiative

- The SME Office is part of ESA's **Directorate for Industry, Procurement and Legal Services**
- The Office implements and manages the **SME Policy** adopted by Member States, and coordinates its activities with other institutional actors such as the national space agencies
- Objectives:
 - To **facilitate the involvement of SMEs**, including start-ups and newcomers, in the R&D activities and programmes of the Agency
 - To **address problems that are traditionally faced by SMEs** (sustainability, viability, access to in-flight heritage, proper and timely information, etc)
 - To **reinforce and further develop** (space & ground segment, applications) the industrial base of Member States

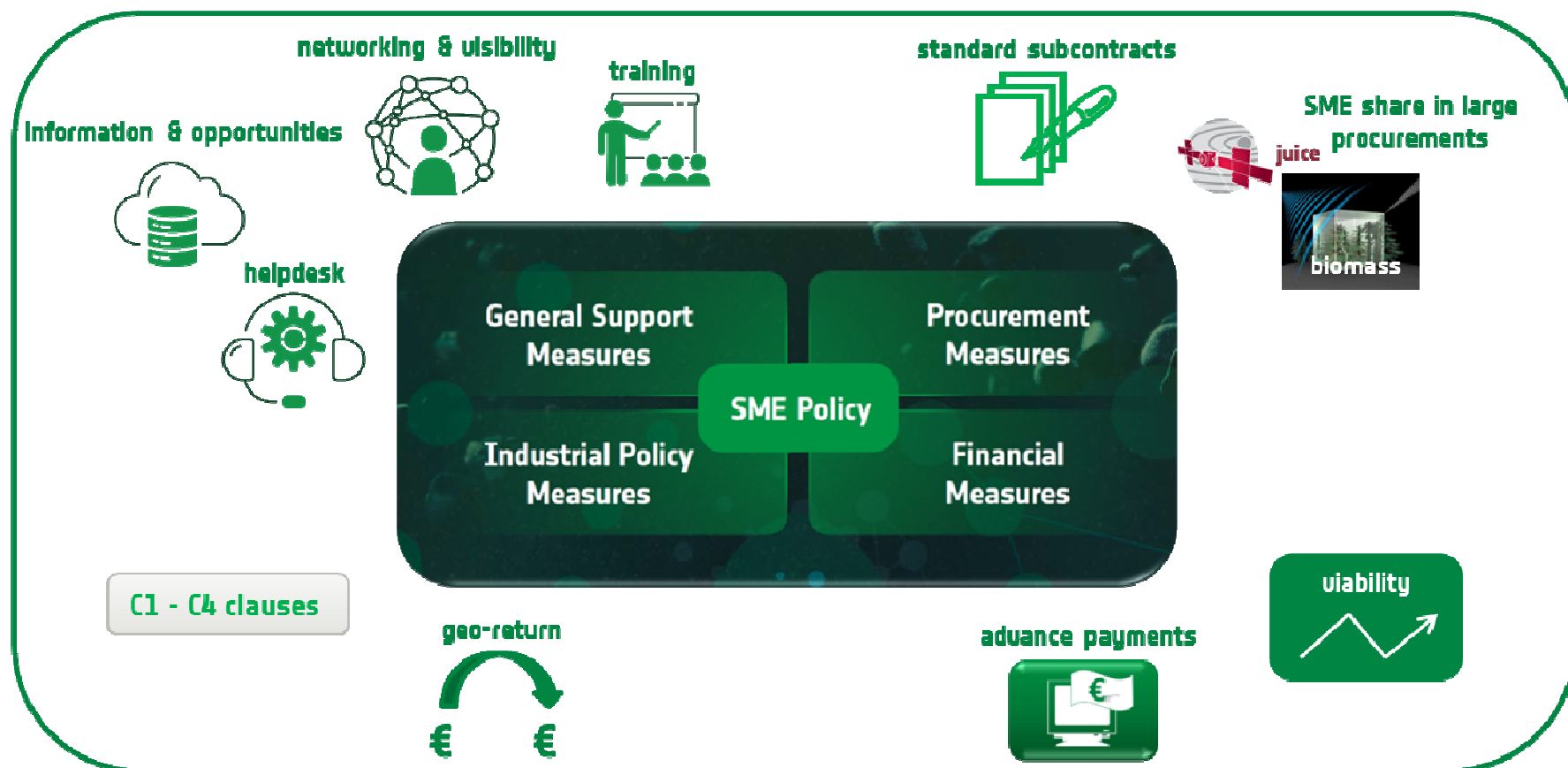
SME definition*



- If an enterprise has **access to significant additional resources** it might not be eligible for SME status
- Factors taken into account include **ownership, partnerships and linkages**

*ESA applies the SME Definition of the European Commission as per EC Recommendation 2003/361/EC of 6 May 2003

SME Policy



SME Policy Measures

Procurement Measures, e.g.:

- ESA Member States can request to secure a **share of their geographical return for SMEs** (as trialed in Juice, Biomass)
- Standard sub-contracts to secure IPR and payment conditions of lower levels

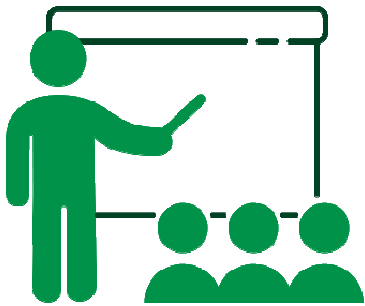
Industrial Policy Measures, e.g.:

- Procurement actions reserved for SMEs and "Non-Primes" ([C1 – C4 measures](#))

Financial Measures, e.g.:

- Measures to ensure a neutral cash flow for SMEs, for ESA or prime contracts
 - automatic [35% advance payment](#)
 - **right to offset the advance at the end of the contract**, i.e. at the last two milestones (ideally 25% at the last milestone and 10% at the preceding milestone) if this can be justified in view of the economic progress in the Contract
 - **Invoicable Preliminary Authorisation to Proceed (PATP)**

Training courses



- R&D Proposal Writing
- Product Assurance in ESA Projects
- EEE Components Procurement
- Intellectual Property Rights
- ECSS
- Rate Calculation

http://www.esa.int/About_Us/Business_with_ESA/Small_and_Medium_Sized_Enterprises/Training



The ESA Industry Space Days



B2B meetings



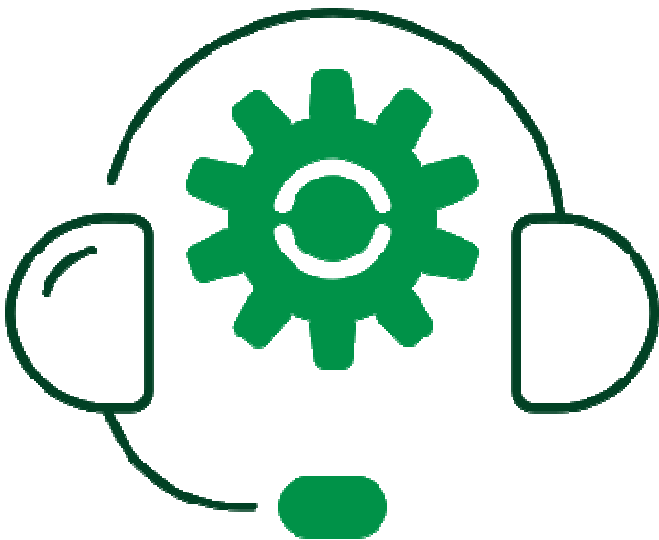
Conference presentations



Exhibition

- The ISD is a **B2B event** organised by the SME Office to facilitate business among European space companies with a special emphasis on increasing the involvement of SMEs in space activities
- The 8th edition of the ISD will take place on **16 – 17 September 2020** at ESA/ESTEC

Information for SMEs



- the **SME Portal** www.esa.int/sme
- the SME Initiative **Twitter** account [@ESAforSME](https://twitter.com/ESAforSME)
- SME Office **Helpdesk** sme-office@esa.int
- SME **Newsletter** <https://bit.ly/2TzBL0q>
- **B2B meetings** and information events

How to reach the SME Office



ESA SME Portal: www.esa.int/sme



Twitter: @ESAforSME



SME Helpdesk at: SME-Office@esa.int





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