

# **GUIDELINES FOR THE PREPARATION OF THE OUTLINE PROPOSAL**

Following the tendering process described in the Invitation letter of this Open Call for Proposals, the Outline Proposal is the means for the Tenderer to initiate the interaction with the Agency.

Tenderers are invited to submit an Outline Proposal containing at least the information described in this document.

The typical length of an Outline Proposal should be approximately 6-8 pages, excluding supporting documents such as diagrams, charts, tables and institution or company information brochures.

The Outline Proposal shall be written in English.

The Outline Proposal shall include the following elements:

- An Executive Summary (possibly of one page long) summarizing the proposal and including deliverables, costs and duration of the project;
- A description of the project, its objectives and its relevance at national level;
- A description of the development activities, including planning and costs;
- The Tenderer(s) profile.

## **1. THE PROJECT**

### **1.1 Rationale and background**

This section shall present the rationale and give the relevant background information for the proposed project development.

It shall briefly introduce the context, illustrate the problem and the needs that the project intends to address, highlighting how the project contributes to a better exploitation of GNSS/PNT technologies, techniques and services. It shall present the major stakeholders involved and their role in the project.

### **1.2 Objectives and expected outcome**

This section shall identify the objectives of the project and the expected results, summarizing key features and/or key functionalities and/or performance to be achieved.

### **1.3 The relevance in the national context**

This section shall highlight how the initiative is framed in the national context and responds to a national strategy/priority/interest.

It shall give elements and information such as for example:

- Link to national objectives and any other major programmes in the specific domain,
- Coherence with national strategies/priorities, possibly referencing which national strategies/priorities the project responds to:
  - social priorities (e.g. safety, environment, etc);
  - economic development (e.g. promotion of spin off/start-ups, relevance of the specific economic sector);
  - territory (e.g. area development plans);
  - cross fertilization (e.g. cooperation and interaction among national agencies, industries, universities and research centres of space and non-space sector);
  - European or international level: link to European or international actions and plans.
- Any other elements of institutional, strategic or political nature.

## **2 THE PROJECT DEVELOPMENT**

### **2.1 Proposed activities and high level development plan**

This section shall describe the proposed activities and give a high-level development plan with identification of major milestones and key decision points.

### **2.2 Criticalities and risks**

This section shall identify any major risks, criticalities/obstacles for the implementation of the project.

### **2.3 ESA Support**

This section shall describe the specific support, if needed, to be provided by ESA. The support may be of different nature, namely:

- Technical support for the implementation of the national project and activities
- Exploitation and use of labs, test beds & technical facilities at ESA or at ESA partners sites

### **2.4 Costs**

This section shall present the total costs of the project and the distribution of the funding among the partners of the consortium.

### **2.5 Way forward after completion of the proposed activities**

This section shall address the way forward after the completion of the proposed activities (e.g. it shall specify if any further development phases are needed, or propose plans and possible organization model for the exploitation, etc.) .

### **2.6 Others**

This section shall include:

- A statement that the proposed work does not overlap with any currently running ESA, European Institution, National or International contracts awarded to any entity of the Proposal consortium (Prime and/or Sub- Contractor(s)).
- A statement if the relevant National Delegation(s) of Prime and Sub-Co (s) have been informed regarding the proposed project.

## **3. THE TENDERER**

This section shall present the Tenderer (s), giving the main elements of profile and experience, competence and resources related to the proposed project of the Tenderer and of each member of the consortium.