

Invitation to Apply to ESA Prepare for Space Belgium

Reference: ESA Prepare for Space Belgium Open Call

Thank you for your interest in ESA Prepare for Space Belgium.

The purpose and objective of ESA Prepare for Space is to support companies in Belgium find commercial opportunities in the space industry by offering dedicated training to develop the business case, understand the supply chain, and source funding etc. It is also intended to facilitate the on-boarding process into ESA Programs for Economic Operators by offering a dedicated training to Economic Operators to understand and identify relevant ESA's opportunities and respond to ESA ITT or calls.

In other words, ESA Prepare for Space aims to support the development of stronger proposals and business cases which lead to faster time to contract and increased commercial viability, technical robustness and programmatic coherence, improved start-up and SME engagement, improved return on investment, and a stronger space industrial ecosystem.

In Belgium, [Verhaert New Products & Services NV](#) (hereafter: Verhaert) is the ESA Tech Broker and is responsible for managing and implementing the ESA Prepare For Space open call.

For ESA Prepare for Space Belgium, Verhaert, ESA and Belspo (the Belgian delegation to ESA) welcome applications addressing a need for:

- dedicated business support to improve their business case for space (e.g. financial, managerial, business model, market studies, etc.);
- support to develop commercial opportunities within the space supply chain;
- presentation of relevant ESA's opportunities;
- specific training support for apply to ESA opportunities;
- typical steps and requirements for responding to ESA calls and participating to ESA procurements (e.g. understanding of the ECSS)

Verhaert hereby invites you to submit your application for ESA Prepare for Space Belgium. This document introduces the application and evaluation process and contains references to the templates that should be used when applying.

Please contact Verhaert for any further questions.

Yours sincerely,

Vittorio Bava
ESA Prepare For Space Belgium Manager
Verhaert New Products & Services NV

Introduction

The purpose of this Open Call for ESA Prepare for Space Belgium is to inform about the opportunity for entities looking for support regarding on-boarding process into ESA Programs and finding commercial opportunities in the space industry in Belgium. It is also intended to benefit to all programs of the Agency by offering a dedicated training to Economic Operators to understand and identify relevant ESA's opportunities and respond to ESA ITT or calls.

Selection and evaluation of applications are scheduled periodically, see spacesolutions.be for details.

The Call is permanently open, has no closing date for the submission of applications unless Verhaert has indicated otherwise.

Who can apply?

ESA Prepare for Space is primarily targeted at SMEs or larger entities. Typically, these entities are either new to the space market and need to know more about ESA's funding opportunities.

However, some further formal criteria apply. To be eligible for contract award, applicants must fulfil all the requirements below:

- To be a legal entity (a public law company / a private law company / an association / a foundation, etc.) registered under the laws of Belgium.
- To be headquartered in Belgium.
- To have taken part in the Webinar and at least one workshop organized by the ESA Technology Broker Belgium.
- To observe the remaining requirements stated in this document.

How to apply

Please make sure you have received the following templates, which are part of the Open Call documentation:

- ESA Prepare for Space Application Template
- Draft ESA Prepare for Space Contract

Fill in all required sections and pay particular attention to the following:

- Instructions inside the documents shall be followed in order to fulfil all pre-conditions of the Open Call and for the application to be accepted for evaluation.
- Please read this document as well as the Draft ESA Prepare for Space Contract carefully. The Cover Letter shall include a clear, explicit, and unambiguous statement declaring that the applicant has read, understood and accepted the terms and conditions contained in the contractual documentation (this is part of the template). Modifications or amendments to the ESA Prepare for Space Contract may be done in exceptional cases. Please contact the local ESA Technology Broker Manager for guidance.
- Make sure the Cover Letter and the Requirement Checklist are signed by an authorized representative of the entity applying.

- As part of the application, an Activity Proposal must be submitted. This should include what are the areas that you wish the dedicated training to address taking into consideration the output from the Workshop organized by the Local Manager.

Please submit the completed ESA Prepare for Space Application Template in electronic form as a single .pdf document to the following e-mail address techbroker@spacesolutions.be with subject "ESA Prepare for Space Belgium Open Call".

Any questions related to submission of proposals should be sent to the same e-mail address techbroker@spacesolutions.be .

The evaluation procedure

The evaluation of all received applications is managed locally by Verhaert and follows common ESA Prepare for Space procedures.

Once a published submission deadline has passed, Verhaert first assesses the formal aspects of applications received before the submission deadline. If a non-compliance of a minor nature is found, the applicant may be asked to address this in an updated proposal within 48 hours. If the proposal is found non-admissible, the applicant will be informed, and the reason will be explained. In such a case an applicant is eligible to submit a revised proposal at a later date.

If the application is compliant with the formal requirements, the proposal will be evaluated by ESA. The evaluation will typically take place within two weeks after the submission deadline.

The application will be marked against the criteria in the table below:

Evaluation Criteria	Sub-Criteria	Yes/No
Technology	Is the technology to be brought to the space market clearly defined? Is it sufficiently mature to be transferred into the space market? (e.g. TRL 3)	
Market Opportunity	Is the space market need for this technology clearly identified? What is the commercial and strategic value vs existing state of the art for the space market	
Training Proposal	Is a clear training plan proposed?	

	<p>Is the training justified? How will this support the development of a commercial opportunity?</p>	
Timeline and Personnel	<p>Is the timeline appropriate and realistic? Are the personnel proposed well justified? (e.g. sufficient decision making power)</p>	

All applicants will be notified in writing about the outcome of the evaluation. The applicant may require, within 10 calendar days from the receipt of the notification, an oral debriefing explaining the reason why the application was not successful.

Verhaert will enter into contract negotiations with successful applicants, taking the comments of the evaluation board into account. Verhaert has the right not to place a contract if, after three months following the notification to a successful applicant, no contract still has been signed, and this is because of a reason for which the applicant can be held accountable.

Furthermore, we kindly ask you to pay attention to the following:

- Please note that applications will be treated as confidential. However, despite the efforts undertaken by Verhaert to ensure full confidentiality, the applicant's idea may through this application fall into the public domain. Therefore, we strongly recommend that the applicant discusses the protection of his/her idea with a dedicated expert in this field prior to application, and – if relevant – takes appropriate steps to protect the idea (e.g. by applying for a patent).
- No expenses incurred in either stage of the application procedure will be reimbursed to the applicant by Verhaert, ESA, and/or any third party.
- This Open Call does not impose any obligation upon Verhaert to enter into negotiations with any applicant or to enter into any other specific arrangement.

ANNEX A – DETAILS ON DELIVERABLES

Under an ESA Prepare for Space project, the Contractor shall deliver a document addressing:

- The work performed by Verhaert: which modules were offered and qualitative assessment regarding the trainings provided.
- Explain what are the main take aways and how this has impacted their strategy.
- A list of commercial leads and/or ESA funding opportunities that were identified as relevant following the dedicated coaching.

The template for this deliverable will be made available by the ESA TB.