

USER GUIDE FOR POLISH PECS CONTRACTS



Programme for European Cooperating States – key objectives

➤ **General objectives**

- **associate** ECS with ESA programmes and activities
- **prepare** them for future accession to ESA

➤ **Specific objectives**

- develop **co-operation** between scientific and applications user communities in ECS and ESA Member States
- create and strengthen respective **industrial expertise & capacity**
- provide **indirect access** to existing ESA activities and joint EU/ESA programmes
- foster **understanding** of ESA's organisation and functioning
- ensure **coherence** between space activities of ECS and ESA MS

PECS Calls for Proposals (1)

5 areas covered:

- **Space science**, in particular space astronomy and astrophysics, solar system exploration and solar-terrestrial physics
- **Earth observation research and applications**, in particular environmental monitoring, meteorology, aeronomy and geodesy
- **Telecommunications and satellite navigation**, in particular service demonstrations
- **Microgravity research**, in particular space biology and medicine, and materials processing
- **Ground segment** engineering and utilisation

PECS Calls for Proposals (2)

Categories of activities:

- Technology and equipment relating to ESA optional programmes which are not on the critical path for execution of the Agency's programmes ("non-critical path technology")
- Scientific projects and/or experiments
- Data exploitation
- Support to Small and Medium Enterprises (SMEs)

PECS Calls for Proposals (3)

Entitled entities (registered and operating in Poland):

- Enterprises/commercial entities
- R&D institutes
- Educational establishments
- Other entities - individually or in consortia

PECS Calls for Proposals (4)

Preferences given to:

- Projects connected with on-going or planned ESA activities (realization phase A and B or early C)
- Projects dealing with space engineering (including ground segment), Earth Observation, telecommunication, satellite navigation and ESA educational programme in these areas
- Projects which results (new technologies, software, services, know-how etc.) might be useful and possible to apply in Poland, in particular by industry and/or public administration (provided these technologies will be selected and approved by ESA Harmonization Group)

PECS Calls for Proposals (5)

➤ Published at:

www.mg.gov.pl/Wiadomosci/Innowacyjnosc/

www.kosmos.gov.pl

➤ Necessary documents:

- **project file** (in Polish),
- **PECS form** (in English, only € currency accepted, budget for calendar years, *overheads* + profit not exceeding 20%, unlocked Word format only)

PECS Calls for Proposals (6)

Procedure:

- Submitted projects evaluated by PECS Charter Expert Group chaired by the Ministry of Economy (against the criteria published at www.mg.gov.pl/Wiadomosci/Innowacyjnosc/)
- Projects approved by the Group transferred to ESA
- Evaluation of Polish PECS projects according to ESA internal procedure
- Decision on projects accepted for funding under PECS scheme

PECS contractual procedure

- PECS Experiment Arrangement (PEA) consists of 5 parts: cover letter (exchange of letters), experiment arrangement clauses, SOW + financial plan (PECS forms), experiment arrangement change procedure, general conditions.
- Only 2 parts are specific to the project: cover letter and PECS forms.
- PEA is an ESA cost reimbursement contract.
- PEA is an ESA simplified contractual procedure.

Purchase of equipment exceeding 5000 € (1)

- Separate box on the bottom of the Financial plan.
- Only meant for Institutes or companies obliged to pay VAT.
- Each contract will receive a form justifying the VAT exemption according to EU standards.
- Amount for this equipment will not be included in the PECS contract.
- The limit of 5000€ is set per item to be bought by the PECS Office.

Purchase of equipment exceeding 5000 € (2)

- Usually 3 VAT free offers matching your specifications are requested from Polish suppliers.
- Try to find a Polish supplier first, if impossible place your order abroad.
- Do not forget to ask for educational discount, whenever possible.

Purchase of equipment exceeding 5000€ (3)

- Selected offer is sent to PECS Office with request to place a purchase order.
- Good will be delivered to the address given in Poland, but invoice will be sent to ESTEC.
- ESA remains the owner of the equipment given in custody to Polish institutions (for 5 years), which have to pay insurance costs and cover damages if necessary.

VAT exemption

- Clause 9.3 of the ECS Agreement between ESA and the Polish Government.
- A European Community VAT and Excise Duty Exemption Certificate will be added to all PECS contracts.
- Please note: ESA as intergovernmental international organisation has **no VAT number**.

Registration on EMITS

- Principle: all entity (Institute or company) doing business with ESA needs to **be registered on EMITS**.
- Path to be followed:
www.esa.int – Business with ESA - ESA Industry Portal – Registering as – New tenderers
- At this stage, read and follow carefully the procedure as described in the presentation.
- Traffic lights system: with one single red light no possibility to register.
- In case of problems, only contact the EMITS Helpdesk.

Invoice procedure using EFIS (1)

- EFIS = ESA Financial & Invoicing System
- Principle: **paper invoices not accepted any more.**
- Registration on **efis.esa.int** by clicking on EFIS User Information Centre.
- Only one advance payment at the beginning of the contract (max. 30% or full 1st year budget if < 30%), afterwards only cost reimbursement.
- Advance payment to be set off against 1st cost reimbursement invoice.

Invoice procedure using EFIS (2)

- Under invoice comment, cost breakdown according to Financial plan is requested.
- Please note: ESA has **30 days for payment**, as from registration date of the invoice.
- EFIS shows you the status of your invoice.
- In case of problems, only contact the EFIS Helpdesk.

PECS yearly review (1)

- ECS Agreement requirement in order to measure the level of convergence of PECS projects with ESA programmatic.
- A maximum 10 pages **yearly report is requested** where the following points are addressed:
 - technical progress description,
 - difficulties encountered and corrective measures taken,
 - administrative and financial report (expenditure profile compared to Financial plan),
 - list of publications and attendance of symposia or workshops.
- Face to face meeting with PI, ESA representative and Polish PECS responsible entity.

PECS yearly review (2)

Budget modifications:

- Money not spent transferred to the next year, but a justification in the yearly report is required.
- Transfer between cost categories in Financial plan possible – with description and justification in the yearly report.
- Major changes require the use of the Change Notice form (Appendix 3 of PEA).

Useful links

- ESA Industry Portal

<http://www.esa.int/home-ind/index.html>

- EMITS (Electronic Mail Invitation to Tender System)

<http://emits.esa.int/emits/owa/emits.main>

- EFIS (ESA Financial & Invoicing System)

<http://efis.esa.int>

- Polish Space Technology Platform

<http://www.spacetech.pl>

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