

Application Guide

GSTP Element 1 Compendia activities
Danish space technology call 2024

March 2024

Uddannelses- og Forskningsstyrelsen
Danish Agency for Higher Education and Science

GSTP Element 1 Compendia activity call 2024

In this document, you will find information about the Danish call for GSTP element 1 Compendia activities in 2024 and the process for submitting Statements of Interest to this call.

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1. What can I apply for?

In 2024, the Danish Agency for Higher Education and Science (going forward: the Agency) has allocated up to 2.400.000€ to support Danish companies' and research organisations (henceforth applicant) to submit Statement of Interest to GSTP (General Support Technology Programme) Element 1 Compendia activities, which may be found under Invitations to Tender (ITTs) on ESA-star.

The purpose of the GSTP Element 1 Compendia call in 2024 is to support the implementation of Denmark's National Space Strategy's objectives as well as the overall development of Danish core competencies in space activities.

The Agency aims at supporting at least 2 activities, but preferably more, in this call. Once the decision is made on which activities to support, a prioritised list will be published (see section 3.3, step 3).

Applicants must submit a **Statement of Interest** to the Agency no later than the **15th April 2024**. The list of supported activities will be based on the Statement of Interest the Agency receives.

- [Read more about ESA's GSTP programme here \(website\).](#)
- [List of available GSTP Element 1 Compendia Activities \(pdf-format\)](#)

Full list and description of [GSTP E1 Compendia Activities](#).

Applicants shall be registered in [esa-star](#) to access the documents.

Note: On 17 April 2024 a one-day workshop hosted by the Agency and ESA will be held in Copenhagen. The workshop programme will include:

- Information about current calls
- Guidance to proposal writing
- Bilateral meetings with GSTP Management

2. Who can apply?

To send in a Statement of Interest for the GSTP Element 1 Compendia activities, applicants must meet the following eligibility requirements:

- The applicant company or institution must be registered in Denmark.
- The applicant portion of the activity must take place in Denmark.

- The applicant must meet European Space Agency's (ESA) requirements.

Applicants will have to be registered in [esa-star](#) for the tendering process. It is highly encouraged to do this early.

3. GSTP Element 1 Compendia Activities

ESA ITTs address challenges that ESA has a wish to solve, and which ESA opens up to international competition. Due to an increase in the Danish funding of ESA programmes the Agency now opens up for the opportunity to apply for GSTP Element 1 Compendia activities (ESA ITTs).

3.1 ESA ITT Process

1. Read this application guide.
2. Look through GSTP Element 1 Compendia
3. Fill out Statement of Interest (and Priority List)
4. Send Statement of Interest (and Priority List) to the Agency, **Deadline 15th April 2024.**
5. Workshop on 17th April 2024
6. Agency will evaluate and post prioritised list in May 2024
7. Companies/Institutions are responsible for keeping up-to-date on when ITTs are released and of their application deadlines
8. In the event of a successful application, the company/institution must inform the Agency no later than 5 days after signed contract.

3.2 How much can I apply for?

The Agency has set aside 2.400.000€ to support GSTP Element 1 Compendia activities. This means that in principle an entity can apply for a maximum of 2.400.000€. However, the Agency will aim to support at least 2 activities. If the application is for the full available amount the company should not expect to get a high score and will thus not be given a high priority.

Collaboration with entities from other GSTP Participating States is encouraged and therefore it is acceptable to request partial support to these activities.

All estimated prices of GSTP Element 1 Compendia activities are given in the Intended Tender actions on [esa-star](#), and in the list and possible compendia activities on the website.

3.3 How do I apply?

The application process for seeking support for a GSTP Element 1 Compendia activity in 2024 follows the below described process:

- Step 1: The applicant submits “Statement of Interest” to the Agency. The application must be submitted before the deadline. If an applicant is interested in more than one GSTP Element 1 Compendia activity, they must submit a “Statement of Interest” for each activity. The applicant must in addition fill out and submit the “Priority List” along with all “Statements of Interests”. Deadline: 15th April 2024.
- Step 2: ESA and the Agency will evaluate all “Statement of Interests” received within the deadline.
- Step 3: ESA and the Agency will make a prioritised list of projects based on the evaluation of the “Statement of Interest”. The prioritised list will be published in a newsletter and on the website. The Agency will submit Letters of Support for the chosen compendia activities that are ranked highest and are thus top priority. The applicants can see the prioritised list on the website. If the top priorities are not won, the Agency will continue to submit Letters of Support to the next activities on the priority list. If in doubt if you can apply to an activity, please contact the Agency.
- Step 4: Applicants are themselves responsible to seek information on ESA-star about Invitation to Tender (ITTs) openings and deadlines. Any questions regarding the application or the specific activities must be addressed to ESA.
- Step 5: If an application is successful the applicant must inform the Agency no later than 5 days after the contract is signed.

Step 1: Filling out and submitting of “Statement of Interest”

To indicate an interest in a GSTP Element 1 Compendia activity, the applicant must fill out a “Statement of Interest” and send it to the Agency (see section 4 for contact information). If the Agency does not receive any “Statement of Interests” for an activity, the Agency will NOT send a Letter of Support for that activity to ESA GSTP Management, and it will thus not be possible for Danish entities to apply to the ITT for this activity.

Before filling out the form, make sure to consider if there are any relevant collaborators for an activity, and in that case, how a budget split might look. When filling out the “Statement of Interest”, please make sure to fill out all relevant fields. If a “Statement of Interest” form is incomplete, it will not be evaluated.

- [**Statement of Interest template \(Word-format\)**](#)

Applying for more than one activity?

If an applicant wishes to express interest in more than one GSPT Element 1 Compendia activity, they must fill out a “Statement of Interest” form for each activity.

In addition, the “Priority List” must also be filled out and sent to the Agency at the same time as the “Statement of Interest” forms.

➤ **[Priority List template \(Word-format\)](#)**

Step 2: Evaluation of the Statement of Interest

All “Statement of Interest” forms will be evaluated by the ESA GSTP Management in dialogue with the Agency. The prioritised list of compendia activities will be published in May 2024 (see step 3 for more detail).

The evaluation will broadly be assessed on the following:

- Requested funding.
- Collaborations (they are strongly encouraged, but not a requirement).
- Clear understanding of the proposed compendia activity (point 20 on Statement of interest form).
- Strategic importance to applicant (point 21 and 22 on Statement of interest form).

The prioritised list will also be determined based on the timeline of the different compendia activities, to optimise the number of activities that can be supported.

Step 3: Letters of Support and prioritised list of Compendia activities

After the evaluation, a prioritised list of GSTP Element 1 Compendia activities, including the estimated time for the ESA ITTs to be issued, will be published by the Agency. Applicants are responsible for keeping informed of when the compendia activities are issued and are responsible for applying to the ITTs. Any question relating to the application or application process to an issued ITT should be addressed to the relevant contact at ESA (See the tender conditions and contact persons on [esa-star](#)).

The prioritised list, published by the Agency, will also include an indication of which activities are supported. The list may also include activities that are

not immediately supported, pending decision of previous supported activities.

If an activity that is supported by the Agency is not awarded to a Danish entity, another activity on the list will instead be supported (any budget constraint will be considered here – i.e. an activity with a higher budget may not be supported even if this is next on the prioritised list published by the Agency)

If the applicants have any questions about whether an activity is supported, they are welcome to contact the Agency.

Step 4: Application to Compendia activities

When the prioritised list is published, the Agency no longer has any influence on the bidding process of ESA ITTs.

Applicants are themselves responsible to seek information on ESA Star about Invitation to Tender openings and deadlines ([ESA's procurement portal](#)).

It is thus also the responsibility of the applicant to make sure to fulfil all requirements for the activities. All requirements can be found in cover letters and statement of work for the issued activities on [esa-star](#).

Step 5: Successful application – what now?

At successful application, the applicant must let the Agency know no later than 5 working days after the contract has been signed.

After completion of the activity, the applicant is furthermore responsible for inviting the Agency to the final presentation.

Special considerations in the “Statement of Interest” process

The Agency will submit Letters of Support for the activities to ESA. The applicants must keep in mind that it is a Letter of Support for an activity and not a company or institution. All companies and institutions in Denmark are thus allowed to apply to the prioritised compendia activities, even if they did not originally submit a “Statement of Interest”.

The applicants are also asked to keep in mind that these activities will be in international competition, and the applicants are thus in competition with applicants from other GSTP Participating States.

The compendia list given is the list of activities that can be applied for. The activities that are crossed out have already been opened and are thus not possible for Danish entities to apply to or write a “Statement of Interest” to.

The activities marked in green are intended to open in 2024 and will thus receive higher priority than the activities not marked in green.

It is, however, still encouraged to submit a “Statement of Interest” to the activities not marked in green. They may not be in the top of the prioritised projects, however, should none of the ITT’s in 2024 be won by Danish entities, there is a chance to apply for the 2025 activities (marked in white).

This will be the only chance to submit a “Statement of Interest” for GSTP E1 Compendia activities until further notice. Thus, if any of the later activities are of interest, this is the time to submit a statement of interest for 2025 activities too.

Appeal Options

The Agency has conducted an analysis of the legal status of the application process within the Danish Administrative Law. The conclusion is that the process related to the issuing of Danish letters of support cannot be considered decisions under Danish administrative law. ESA, an independent international organisation, makes the final decision in accordance with ESA's convention and its derived administrative rules. It is, therefore, not possible to appeal ESA's decisions to Danish authorities. However, it is possible to appeal to ESA's (industrial) ombudsman.

To ensure high transparency and quality in the GSTP Element 1 Compendia call 2024, the Agency has chosen to adhere to good administrative practices to the extent possible in the part of the application process which the Agency is responsible. This includes rules on hearing parties and providing justifications, which help qualify and legitimise the evaluations. In the dialogue with ESA, the Agency has also emphasised transparency in their part of the process. Therefore, ESA offers Danish applicants both a brief written justification and an oral debriefing following ESA's technical assessment of the “Statement of Interests”.

4. The Agency's Contact information

The Danish GSTP ESA initiated ITT 2024 call is managed by the Space Division in the Danish Agency for Higher Education and Science.

If you have any questions concerning the call, you are welcome to contact the Agency for clarification. Potential applicants who have no previous experience with the application process at ESA are encouraged to contact the Agency for guidance.

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Please copy in UFS-FVI-RUM@ufm.dk