



UFO

Innovation boosted by
Small Flying Objects

Call for tenders

*Emerging indUstries new value chains boosted
by small Flying Objects*

GRANT AGREEMENT

Number—873411—UFO

H2020-INNOSUP-2018-2020/H2020-INNOSUP-2019-01-two-stage

N° Chrono: 20-ADMIN-CS-291

***Animation for
Ideation Sessions***

TABLE OF CONTENTS

Presentation of the UFO Project coordinator	3
European Context of the call	4
Implementation of the animation for UFO project.....	5
Place of realization.....	6
Number of sessions	6
Targeted enterprises	7
Expected results.....	7
Description of the organization of the ideation sessions .	7
Submission of tenders	9
Eligibility of applications.....	10
Provisional timetable.....	11
Deadline for submission of candidature files.....	11



PRESENTATION OF THE UFO PROJECT COORDINATOR



Aerospace Valley is the leading global competitiveness cluster in the aerospace industry, serving three strategic sectors: Aeronautics, Space and Drones.

Ranked in the top three of global competitiveness clusters, it supports cooperative R&D projects as well as businesses in the sector. Its vocation is to promote innovation in the service of the growth of its members to meet the challenges of tomorrow.

Aerospace Valley brings together the Nouvelle-Aquitaine and Occitanie Pyrénées/Méditerranée regions, thus constituting the leading European employment pool in the field of aeronautics, space and on-board systems:

- 146,000 industrial jobs
- 1,900 establishments
- 1/3 of the French aeronautical workforce, more than 50% in the space sector
- 8,500 researchers
- 2 of the 3 French Aeronautics and Space Grandes Ecoles
- 13,000 students

Aerospace Valley is a 1901 law association. It was created on July 13, 2005, to develop at national, European and international level the competitiveness of the Aeronautics, Space, Embedded Systems pole Occitanie & New Aquitaine, labelled World pole by the CIADT of July 12, 2005.

Aerospace Valley brings together companies, research centres, training centres and institutions concerned with the sector in the two regions.

Aerospace Valley has developed a strategic roadmap that explains for each of its major market objectives, the research and development axes that will meet the needs of customers in aeronautics, space, drones and onboard systems. These ambitious objectives are also reflected in the development of the Pole's ecosystem, which covers all manufacturers, SMEs and large groups, but also research and training players, as well as all professionals serving regional economic development.

Within this roadmap, the Aerospace Valley cluster has left a place for initiatives and collaboration on a European scale, the UFO project is positioned in this strategy.



EUROPEAN CONTEXT OF THE CALL

Aerospace Valley coordinates the European INNOSUP-01 UFO project. From the European Horizon 2020 program, the INNOSUP-01 program operates in “cascade funding” mode to redistribute European funding to SMEs. It is intended to promote and develop innovation in Europe, supporting SMEs directly.

The UFO Project

Acronym for “Emerging industries new value chains boosted by small Flying Objects”, UFO **aims to finance cooperation projects between SMEs that offer new services or products thanks to new technologies on board small satellites, or high altitude platforms (HAPS) and drones**. These three categories of flying objects constitute the “Small flying object” (SFO).

The UFO project consortium is made up of 9 European partners located in 5 countries: Aerospace Valley (coordinator), Minalogic (FR), Finance Innovation (FR), Climate - KIC (FR), Marine South East (UK), Knowledge Transfer Network (UK), ICT Cluster (BG), Cluj IT (RO) and Corallia (GR). This UFO consortium seeks to develop 6 emerging industries, namely **Mobility, Environment, Maritime Economy, Finance and Insurance, Climate and Creative and Digital Industry**. To do this, it is necessary to combine on-board systems such as optical or laser sensors and more efficient internal computers with a flying platform. With the assembly of new technologies and SFOs, the objective is to contribute to the development of the mentioned industries by offering innovative services.

The first step of the project will consist of organizing project **ideation sessions**, bringing together interested SMEs in the different European countries eligible to the UFO project. These ideation sessions will be organized completely **virtually**. **As it can be complex to get different actors with varied skills to interact, we are looking for a service provider to lead these ideation sessions through this call for tenders.**



IMPLEMENTATION OF THE ANIMATION FOR UFO PROJECT

The objective of the ideation sessions is to provide specialized support to participating SMEs so that they can discuss and develop solutions or services in partnership. In line with the objective of the project, **it will be necessary to establish the most favourable environment for exchanges and to animate discussions.**

The facilitation of these sessions will promote networking between SMEs so that they can start elaborating joint project ideas in order to compete to a call for proposals in a second step. The companies targeted for these ideation sessions will be players meeting the European definition of an SME (see EC recommendation of May 6, 2003), located in the countries of the partners mentioned above.

Aerospace Valley and Minalogic are the UFO partners in charge of these ideation sessions organisation, ensuring the proper conduct and technical management of the project by coordinating the various actors and intervening parties. The other UFO partners will also participate in support of the specific actions of these sessions and will contribute by providing the necessary technical knowledge, mainly on the applications of the different industries mentioned (Mobility, Environment, Maritime Economy, Finance and Insurance, Climate and Creative and Digital Industry).

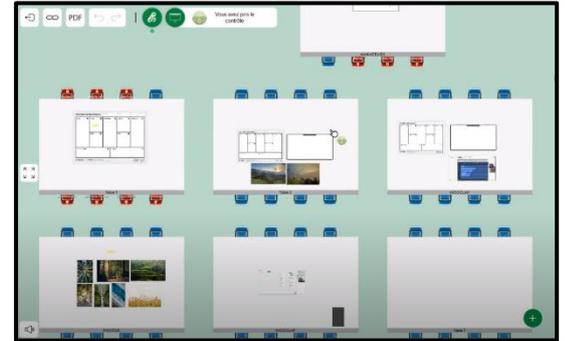


Figure 1. Presentation of the virtual room for the ideation sessions

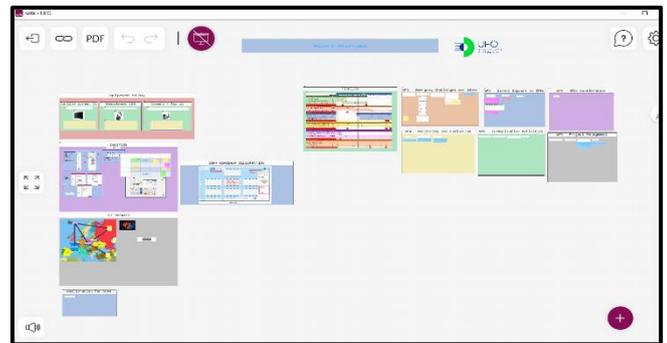


Place of realization

Due to the health situation, Aerospace Valley turned to a fully digital solution to host these ideation sessions. The SOFA Workshop platform offered by the company Tamaplace is proving to be the most suitable tool, combining efficiency, ergonomics and possibilities of interaction. The platform offers access to a room providing 15 individual and independent tables for 120 individuals simultaneously.

For each of these tables, a virtual workspace is made available to both SMEs and facilitators.

This workspace can be suitable for sharing images, texts, documents while allowing exchanges by video and microphone.



Workspace reserves per table



Illustration of the room including the work tables

Number of sessions

As part of the project, 2 days dedicated to the organization of these 4 sessions have been planned: December 03 and 07, 2020. Each of these half-days will be exclusive to one or two industries of the UFO project, in order to supervise and guide SMEs in their solution development.

In order to properly frame the topics and allow participants to attend several sessions, the UFO consortium will organize the following two days for the ideation sessions:

03/12/2020:

- ✓ AM. **Environnement & Climat**
- ✓ PM. **Mobility**

07/12/2020:

- ✓ AM. **Blue Growth**
- ✓ PM. **Finance and Insurance & Digital Creative/Gaming**



Targeted enterprises

It is planned to host a minimum of 50 SMEs per session from the five partner countries. At the end of the project, the companies eligible for Cascade Funding by UFO must be small companies meeting the European definition of an SME. Nevertheless, the ideation sessions will also be opened to entities that are not SMEs, mid-cap companies or large groups for example, these being able to make interesting contributions in terms of the emergence of projects.

Expected results

The overall impacts expected through this initiative are measured both in terms of the number of participants and in terms of the number of project proposals ideas from SMEs.

According to the obligations taken towards the European Commission, a minimum of 75 SMEs will have to be financed in the long term by the UFO project. Ideation sessions will play a key role in the emergence of projects, with a performance indicator set on a range of 25 to 35 project ideas. A minimum of 50 SMEs is expected per ideation session. The service provider will not be responsible for the communication or dissemination operations that will be carried out for these ideation sessions. On the other hand, he must be able to manage the animation of groups of 80 to 100 people divided into tables of 8 people maximum.

For the duration of the action, the service provider will present himself as an expert capable of promoting discussion and exchange between SMEs around key themes to achieve the above-mentioned objectives.

Description of the organization of the ideation sessions

The methodology chosen for the sessions is based on 2 main axes:

1. At the expense of Aerospace Valley, and its UFO partners

- ✓ Aerospace Valley and its UFO partners will be in charge of communication, management and general organization of its sessions. Along with its UFO partners, Aerospace Valley is also responsible for meeting session attendance goals.



- ✓ Aerospace Valley and its UFO partners will be in charge of the event registration and smooth running. An online registration page will be set up in order to introduce all participants.
- ✓ Aerospace Valley will also provide the model of the “feedback sheet” which will be requested at the end of each session, for each table. This written feedback will make it possible to collect the relevant and essential information that will have been exchanged during the ideation session and to keep a record of the activities carried out to ensure compliance with the objectives of the project towards the European Commission.

2. At the expense of the Service Provider

As mentioned previously, the ideation sessions are the flagship events of the project and require an optimal organization to maximize the efforts invested and collect the information necessary for the smooth running of the project.

The service provider will be expected to provide:

- ✓ **The animation of 4 ideation sessions over 2 days: December 3, 2020, and December 7, 2020**, according to the work method that he will have recommended.
- ✓ **If necessary, appropriate material or technical support during the facilitation of the sessions** to make the SMEs interact with each other and bring out project proposals.
- ✓ **A short training course for the partners of the UFO consortium before the ideation sessions.** This training will allow partners to provide appropriate assistance to facilitators during the 4 facilitation sessions to contribute to the facilitation.
- ✓ **Feedback for each table from the different sessions which will take the form of a “feedback sheet”.** This request is made with a view to keeping information on events carried out in order to ensure appropriate follow-up with SMEs and the European Commission.



For each ideation table, a report in the form of a “feedback sheet” must be written by the service providers or project partners (template to be provided by Aerospace Valley). This document will list the following information:

- ✓ Names of SMEs present at the table (and personal information if necessary, respecting GDPR rules)
- ✓ Presentation of the discussions held during the ideation session
- ✓ Project ideas from the ideation session
- ✓ Difficulties encountered
- ✓ Specific request or questions from certain SMEs requiring more in-depth feedback from the consortium.
- ✓ Other information deemed important to be mentioned

SUBMISSION OF TENDERS

The submission of the tenders must be done by email with a 4 to 5 pages document in a PDF format including (French or English):

- **Presentation of the structure:** reference, CV, added value, etc.
- **The animation methodology** used for each table.

It should be mentioned that no fixed or precise methodology is expected. Innovative and daring approaches are accepted and encouraged, insofar as the nature of the project pushes the actors to go beyond traditional frameworks.

- **A presentation of the global plan used to animate each sessions**, describing how the service provider is able to answer different aspects of the ideation sessions.
- **A financial proposal at a firm price for the entire service proposal** (including the optional features mentioned above). The financial proposal has to show clearly and precisely the different service components.

Document to attach mandatorily to the tender submission:

- Regularity declaration in terms of fiscal administration from the domestic country.



The INNOSUP-01: UFO as an EC funded project has a pre-established budget for the different externalised services. The price allocated to this tender cannot be higher than **6000 € (excluding taxes)**.

This call for tenders is launched in parallel of a second one, related to the GALATEA project. As the specifications are similar, each applicant has the possibility to provide answers to both¹.

ELIGIBILITY OF APPLICATIONS

This call for tenders is open to service providers from Member States of the European Union. Participation in tendering procedures is open under equal conditions to all natural and legal persons of a third country who have concluded a special agreement with the EU in the field of public procurement under the conditions set out in this agreement.

Priority will be given to:

- Applications meeting the needs explained in “Implementation of animation for UFO”
- Able to animate in English
- Demonstrate their experience and the quality of services similar to those expected for this assignment
- Demonstrate the experience of the people who will be responsible for implementing the proposal
- Demonstrate their experience for international cooperation
- Comfortable with the use of SOFA platform

Tenders should be sent to the Aerospace Valley Cluster in electronic format (PDF or compatible) to the following address: service@aerospace-valley.com

¹ Applications must however remain distinct one from another.



PROVISIONAL TIMETABLE



DEADLINE FOR SUBMISSION OF CANDIDATURE FILES

The deadline for submitting tenders is Wednesday 11 November 2020 at 6 p.m (CET).



