

Agenda

Training: How to write a good proposal in response to an ESA Invitation to Tender for R&D activities

Dates: 6 – 8 November 2018

Location: ESTEC (Noordwijk, The Netherlands)

Day 1: Tue, 6 November 2018 (location: Escape Dance Room)

- 09:00 Welcome
- 09:15 How to do Business with ESA
- 09:45 Tender Procedure and Overall Structure of a Proposal
- 10:15 Technical Proposal
- 10:45 Coffee Break
- 11:00 Management Proposal
- 11:30 Contractual Proposal
- 12:00 Organisation of the Proposal Writing/Group assignments
- 12:30 Distribution of the ITT
- 13:00 Lunch Break
- 14:00 Start of the Exercise of Proposal Writing in Groups
- 18:00 Strict limit for submitting requests for clarification on ITT – Adjourn

Day 2: Wed, 7 November 2018

- 09:00 Continuation of the Exercise of Proposal Writing in Groups
- 10:00 Break for Answering Forwarded (written) Questions
- 13:00 Lunch Break
- 17:30 Strict Deadline for Submission of Proposals
- 18:00 Adjourn (trainees) and start of evaluation (ESA instructors)

Day 3: Thu, 8 November 2018 (location: Erasmus Auditorium)

- 09:00 Reading and Evaluation of Proposals (ESA instructors)
- 11:00 TEB - Tender Evaluation Board Preparation Session (ESA instructors)

- 09:30 – 11:00 Presentation by Jack Bosma: “Lessons Learned from the ESA Industrial Ombudsman”
(trainees) (tbc)
- 11:00 – 11:30 Q&A session with the ESA Ombudsman (trainees) (tbc)
- 11:30 – 13:00 Presentation by Andrea Stader: “PSS-A2 and rates calculation” (trainees)
- 13:00 Lunch Break
- 14:00 Distribution of all Proposals to all Participants
- 14:15 Public TEB Session
- 16:00 Question and Answer Session
- 17:00 Distribution of Certificates and End of Course
- 17:15 Trainees are asked to complete the course evaluation questionnaire
- 17:30 Close

- Agenda is subject to change -