



SJU Prize for SESAR Young Scientist Award 2014

Contest Rules
SJU/0108/PRI

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1 INTRODUCTION TO THE SJU YOUNG SCIENTIST AWARD

The SESAR Young Scientist Award, now in its third year, aims to recognise young scientists with high potential contributing to any SESAR activity by supporting the scientific development of “*Air Traffic Management and Enabling Technologies*”. In addition, the award also provides a mechanism for further personal development.

The SESAR Young Scientist Award is a financial reward of the scientific achievements performed by an individual within the framework of a Bachelor or Master Thesis or on-going PhD of a young scientist. This financial contribution or “Prize” will be awarded following a public contest (as per Article 138 of the Financial Regulation applicable to the General Budget of the European Union¹).

The SESAR Young Scientist Award 2014 is published and managed by the SESAR Joint Undertaking² and announced each year at its SESAR Innovation Days event³, which is the main forum for dissemination of SESAR Innovative Research results and for interaction with the wider ATM research community and industry representatives.

Under this contest, “Application” means a submission of an application of a contestant for the SESAR Young Scientist Award 2014 and “Contestant” means a young scientist competing for the prize under the terms of this contest.

2 WHAT DO I NEED TO KNOW?

2.1 The Prize

The winner receives a trophy, publicity, recognition and a range of opportunities.

A Prize of 5.000€ will be awarded to the successful Contestant.

2.2 The Timeline

Launch of this contest: 22 July 2014, 11.30 a.m. (CET, Brussels local time)

Deadline for submissions: 6 October 2014, 11.30 a.m. (CET, Brussels local time)

The winner will be publicly announced on 27 November 2014 at the SESAR Innovation Days with shortlisted contestants being advised in advance to ensure their participation at the event.

3 CAN I APPLY?

Any Young Scientist who has contributed to scientific achievements within a Bachelor or Master Thesis (which must have been completed not more than 2 years ago) or part of an on-going PhD, and who are resident of an EU Member State or an Associated Country to the 7th Research and Development Framework Programme (FP7). The Young Scientist applying must be able to show scientific achievement that is clearly relevant under Single European Sky (SES) and in particular SESAR, covering ATM, related Airport and Air Vehicle areas of research.

The EU Member States are Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union

² See SESAR Annual Work Programme 2014 – pages 49 and 50

³ <http://www.sesarinnovationdays.eu/>

The Associated Countries are Albania, Bosnia and Herzegovina, Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Moldova, Montenegro, Norway, Serbia, Switzerland and Turkey.

In addition, the Contestant should meet the following exclusion and selection criteria:

3.1 Exclusion criteria

To be eligible for participating in this contest, the Contestant cannot be in any of the following exclusion grounds:

- a) being bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- c) have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
- d) have not fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SJU/Union's financial interests;
- f) be subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the EU budget.

Accordingly, Contestants must provide a **Declaration on honour** (see Appendix C), duly signed and dated, stating that they are not in one of the situations referred to above.

Nota Bene:

The Contestant to which the Prize is to be awarded shall provide, within 15 calendar days following notification of award and preceding the signature of the award letter, the **original** Declaration on honour (if provided in copy at the submission stage) and the following documentary proofs (**originals**) to confirm the declaration referred to above:

- For situations described in (a), (b) and (e), production of a recent⁴ extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.
- For the situation described in point (d) above, recent⁵ certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Contestant is liable, including for example, VAT, income tax and social security contributions.⁶

⁴ Not older than one year.

⁵ Not older than one year.

⁶ Contestants are strongly advised to explore the sources in their respective national legal systems for acquiring the required supporting documentation and the related deadlines, already at the stage of the

- Financial Identification Form attached hereto as Appendix C.

For any of the situations (a), (b), (d) or (e), where *any* document described in two paragraphs above is *not issued* in the country concerned, *it* may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Please refer to the following web page for additional information regarding the relevant requirements and model documents under national laws of the EU Member States:

http://ec.europa.eu/internal_market/publicprocurement/e-procurement/e-certis/index_en.htm.

3.2 Selection criteria

The contestant, to be eligible for award **shall** fulfil the following three selection criteria by providing the below requested evidence:

1. Be a young scientist who has contributed scientific achievements within:
 - a Bachelor or Master Thesis (which must have been completed not more 2 years earlier than the closure (deadline for submissions) date of this contest-), or
 - part of an on-going PhD.

Evidence to be provided

- Copy of diploma's certificates or similar documents.

2. Be a resident of an EU Member State or a country associated to the Research Framework Programme.

Evidence to be provided:

- Copy of any official identification document (passport, etc.). If you are not an EU citizen, you must present a document proving your residency in the EU or an Associated Country (e.g. a copy of your visa, or work permit)

3. Have performed the work being considered under this award within the scope of the SESAR Programme, i.e. covering Air Traffic Management, related Airport and Air Vehicle areas of research within one of the following thematic areas:

1. Automation;
2. Complex systems;
3. System Architecture & System Design;
4. Information Management, Uncertainty & Optimisation;
5. Enabling Change.

Evidence to be provided:

- Copy of any official document describing the scientific achievement performed by the Contestant under its Bachelor or Master Thesis and recommendations from the supervisor of the Bachelor, Master or on-going PhD Thesis and/or publication reviews or commendations received.

preparation and submission of their applications, in order to avoid any delays in providing the documents in case selected for award of the Prize.

4 CAN I WIN?

The eligible and selected contestants of the SESAR Young Scientist Award 2014 will be then judged by jury of high-level independent experts from the SJU and its Scientific Committee formed as an "Award Board".

4.1 Award criteria

The Award board will perform an evaluation according to the following award criteria:

1. Relevance to the thematic areas, referred above in selection criterion 3;
2. Level of innovation - Scientific Depth & Progress beyond the State of the Art;
3. Scientific excellence and soundness of the selected approach;
4. Impact through the publications derived from the thesis (peer reviewed) and/or patents;
5. Engagement of the Contestant through European and/or international exchanges or cooperation;
6. Structure, clarity and appropriateness of the written thesis.

5 HOW DO I APPLY?

If you would like to participate in this contest please complete the following steps:

1. Prepare a complete application to this contest that shall contain the documents listed below:
 - 1.1. "Application Form" attached hereto as Appendix A including a description of the scientific achievements and the necessary references and details of the supervisor of the Bachelor, Master or on-going PhD Thesis (the "Supporter"),
 - 1.2. Legal Entity and Financial Identification Forms attached hereto as Appendix B,
 - 1.3. Declaration on honour with respect to the exclusion criteria and absence of conflict of interest attached hereto as Appendix C,
 - 1.4. In complement to the Application, the SJU welcomes in your application, extracts or complete versions of publications/papers, commendations and if available the Thesis containing the scientific achievements covered either under the Bachelor or Master Thesis referenced in the Application Form or as part of an on-going PhD.

If you decided to submit this extra documentation, please observe the following:

- This documentation shall be directly relevant for the purpose of this contest.
 - Shall be strictly sent by email to the application address, or exceptionally by reference to a download site with specific reference made in the application form to the information being provided for consideration.
 - The SJU will not make use of the content or results of the above referred documentation other than for the purpose of assessment the applications with a view to the award.
2. Send your application via e-mail to youngscientist@sesarju.eu. Applications reaching the SJU by any other means are regarded as 'not submitted' and will not be evaluated.
 3. The deadline for submission of applications and any supporting material is **6th October 2014, at 11.30 a.m. (CET, Brussels local time)**.

Please note that:

- There is no fee to apply to the contest.
- If you want to withdraw your Application, please write to youngscientist@sesarju.eu.

6 HOW WILL MY APPLICATION BE EVALUATED?

Before the evaluation starts, the Application is subject to an eligibility check carried out by the SJU in light of the exclusion and selection criteria (see Section 2 above). An application which does not fulfil the exclusion and selection criteria will not be retained for the second stage of the evaluation: evaluation in light of the award criteria.

The SJU will convene a jury of high-level independent experts from the SJU and its Scientific Committee as an “Award Board” to perform the evaluation. These experts will sign an appointment letter, including a declaration of confidentiality and absence of conflict of interest before starting their evaluation work. Confidentiality rules will be adhered to at all times, before, during and after the evaluation. The Award Board will assess and mark the applications exactly as they were submitted and may seek further evidence from the applicants’ nominated supporter or in exceptional cases the SJU may decide to organise hearings with shortlisted Contestants. The Award Board will not make any assumptions or interpretations in addition to what is in the Application. The evaluation will be performed in accordance with the following scoring:

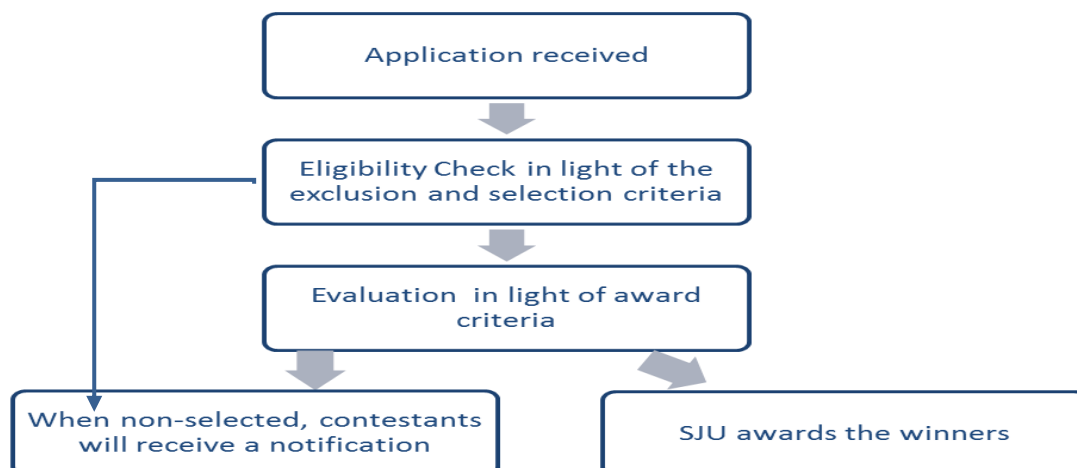
	Award Criteria	Maximum Score	
1	Relevance to the thematic areas, referenced in selection criterion 3	10	
2	Level of innovation Scientific Depth & Progress beyond the State of the Art	35	
	Approach to knowledge gathering, application to a challenge and extending fundamental knowledge in the domain to progress beyond the state of the art		25
	Depth of analysis in conducting literature review		10
3	Scientific excellence and soundness of the selected approach	15	
4	Impact through the publications derived from the thesis (peer reviewed) and/or patents	15	
5	Engagement of the Contestant through European and/or international exchanges or cooperation	10	
6	Structure, clarity and appropriateness of the written thesis	15	
	Total points available	100	

The Award Board will provide the SJU Executive Director or representative with a recommended and ranked shortlist of the most promising Contestants in its Young Scientist Award 2014 Evaluation Report. On this basis, the SJU Executive Director, or his representative, shall then determine the final ranked shortlist and the name of a proposed winner of the SESAR Young Scientist Award 2014.

The SJU will communicate with all candidates on the short-list to encourage their presence at the SESAR Innovation Days event. **Funding of attendance will not be provided by the SJU.**

Nevertheless, the SJU reserves the right not to select a winner if no suitable entries are received or proposed by the Award Board.

The sequence of steps of the Prize competition is summarised in the following flow chart:



7 WHAT HAPPENS IF I WIN?

Subject to the presentation at the SESAR Innovation Days, within thirty (30) calendar days from the date of public award of the Prize, the SJU shall make the payment to the selected Contestant bank account denominated in Euros⁷, identified⁸ in through a duly filled in bank account form (see Appendix C attached hereto).

8 PROCESSING OF PERSONAL DATA

All personal data contained in the application shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Such data shall be processed by the SJU data controller solely in connection with the implementation and follow-up of the Application of the winner, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in application of European Union legislation.

Applicants may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the SJU data controller, via e-mail to sju.dpc@sesarju.eu.

Applicants may, at any time, lodge a complaint against the processing of their personal data with the European Data Protection Supervisor.

The SJU shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the winner
- the general purpose of the activities of the winner in relation to the award of the Prize in the form of the summary provided by the winner;
- the amount of the Prize awarded;
- the geographic location of the activities carried out.

⁷ Or local currency where the receiving country does not allow transactions in EUR.

⁸ By a document issued or certified by the bank.

The shortlisted Contestants will be invited to the SESAR Innovation days and to the award ceremony in Madrid, Spain on 27th November 2014. The SJU may produce videos or other promotional material about the winners. Photos and videos taken by the SJU either in preparation of the award ceremony or during the award ceremony are the sole property of the SJU.

9 CONDITIONS FOR PARTICIPATION

The contest is governed by the applicable Union law complemented, where necessary, by the law of Belgium. The General Court or, on appeal, the Court of Justice of the European Union, shall have sole jurisdiction to hear any dispute between the SJU and any participant concerning the interpretation, application or validity of the rules of this contest, if such dispute cannot be settled amicably.

The Contestants accept that, if they are awarded a Prize, the SJU, OLAF and the Court of Auditors may carry out checks and audits in relation to the contest and the received Prize.

By virtue of Article 212 of Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and with due regard to the principle of proportionality, a participant which has committed irregularities or fraud, has made false declarations shall be liable to:

administrative penalties consisting of exclusion from all contracts, grants and contests financed by the Union budget for a maximum of five years from the date on which the infringement is established and confirmed following a contradictory procedure with the beneficiary; and/or financial penalties of 2% to 10% of the value of the Prize.

In the event of another infringement within five years following the establishment of the first infringement, the period of exclusion under point (a) may be extended to 10 years and the range of the rate referred to in point (b) may be increased to 4% to 20%.

10 GENERAL SOURCES OF HELP

For more information, see www.sesarju.eu or www.sesarinnovationdays.eu.

APPENDIX A APPLICATION FORM

PART 1 – Contestant / Candidate / Applicant

Contestant Name <i>(Last Name, First Name)</i>	
Organisation	
Tutor Name <i>(Last Name, First Name)</i>	
SESAR activity relationship <i>(max. 40 words)</i>	

Thesis/PhD Title <i>(relevant access to complete material to be provided)</i>	
Thesis/PhD Domain	
URL <i>(if available)</i>	
Executive Summary <i>(max. 300 words)</i>	

<p>Rationale - why</p> <p><i>(max. 300 words)</i></p> <p><i>In terms of (refer to sections 4 and 6 above):</i></p> <ol style="list-style-type: none"><i>1. Relevance to the thematic areas, referred above in selection criterion 3;</i><i>2. Level of innovation - Scientific Depth & Progress beyond the State of the Art;</i><i>3. Scientific excellence and soundness of the selected approach;</i><i>4. Impact through the publications derived from the thesis (peer reviewed) and/or patents;</i><i>5. Engagement of the Contestant through European</i>	
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<p><i>and/or international exchanges or cooperation;</i></p> <p><i>6. Structure, clarity and appropriateness of the written thesis.</i></p>	
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PART 2 – Supporter / Supervisor

<p>Supporter Name</p> <p><i>(A suitable supervising person)</i></p> <p><i>(Last Name, First Name)</i></p>	
<p>Supporter Contact Details</p> <p><i>(Organisation, Postal Address, Email, Telephone)</i></p>	
<p>Supporter Relationship</p> <p><i>(Link to candidate, max 40 words)</i></p>	
<p>Supporter Recommendation</p> <p><i>(max. 100 words)</i></p>	

APPENDIX B LEGAL AND FINANCIAL ENTITY FORMS

Please use the forms available at:
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_indiv_en.pdf

And

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf

APPENDIX C DECLARATION ON HONOUR

With respect to the Exclusion Criteria and absence of Conflict of Interest

(Complete or delete the parts in grey italics in parentheses)

[Choose options for parts in grey between square brackets]

he undersigned (*insert name of the signatory of this form*):

in [his][her] own name (*for a natural person*)

or

representing the following legal person: (*only if the economic operator is a legal person*)

full official name:

official legal form:

full official address:

VAT registration number:

➤ declares that [the above-mentioned legal person][he][she] is not in one of the following situations:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
- d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
- e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- f) is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

➤ (*Only for legal persons other than Member States and local authorities, otherwise delete*) declares that the natural persons with power of representation, decision-making or control⁹ over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

➤ declares that [the above-mentioned legal person][he][she]:

⁹ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
 - h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
 - i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
 - j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;
- acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties¹⁰ if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name

Date

Signature

¹⁰ As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation