

# IP Proposal elaboration in STAR

Guidelines for Operational Stakeholders

21<sup>st</sup> October 2016

# Introduction

The process of the IOI and IP proposal elaboration has been implemented in the STAR platform to help Operational Stakeholders elaborate IP proposals for the next CEF Transport Calls for proposals.

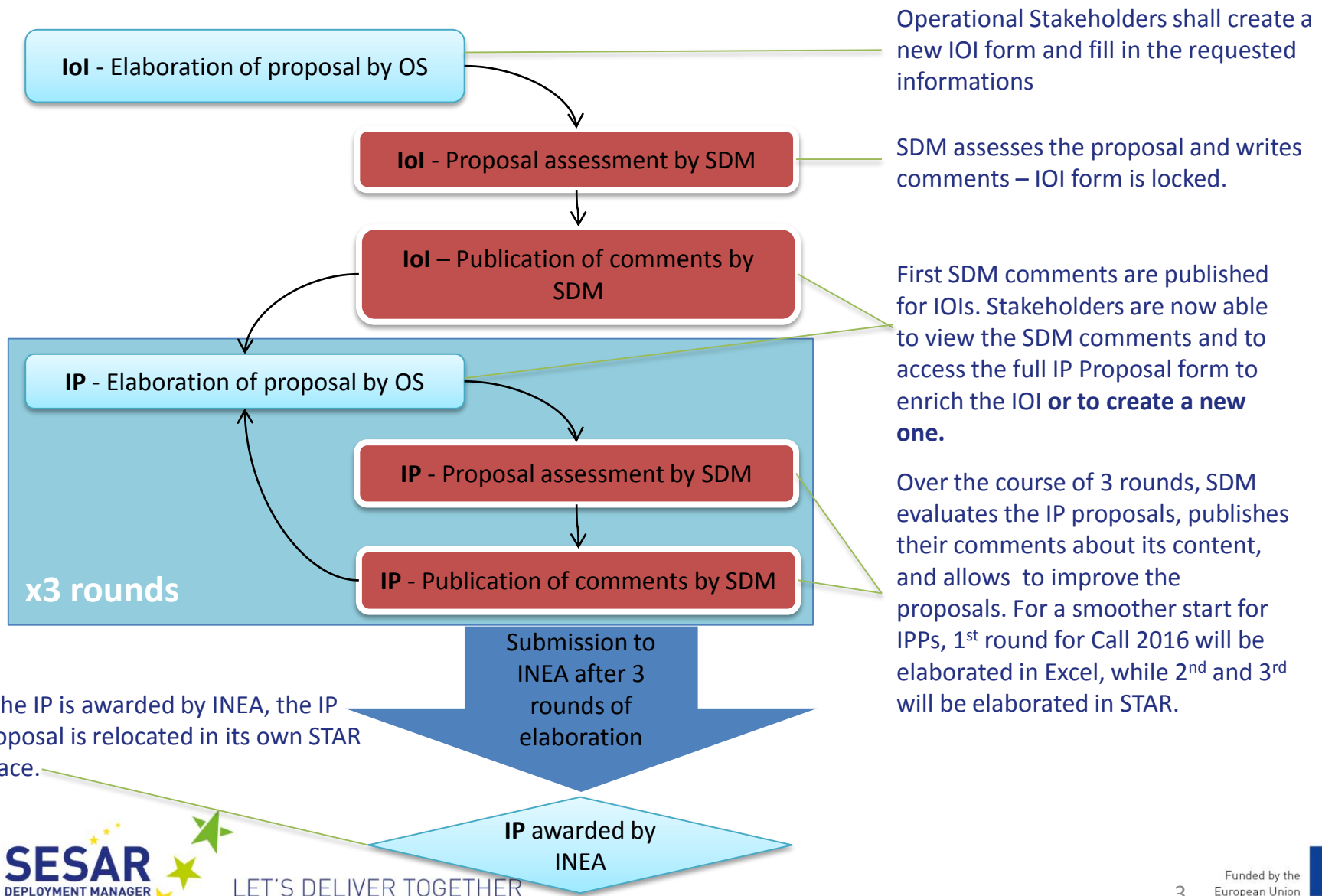
In these guidelines for operational stakeholders we present the IP Proposal elaboration.

The elaboration of the IP Proposal is a follow-up of the IOI creation which is described in the « STAR – IOI Creation » document.

If you did not submit IOIs for this Call, this document will also describe how to create an IP Proposal from scratch.



# IOI and IP proposal elaboration process

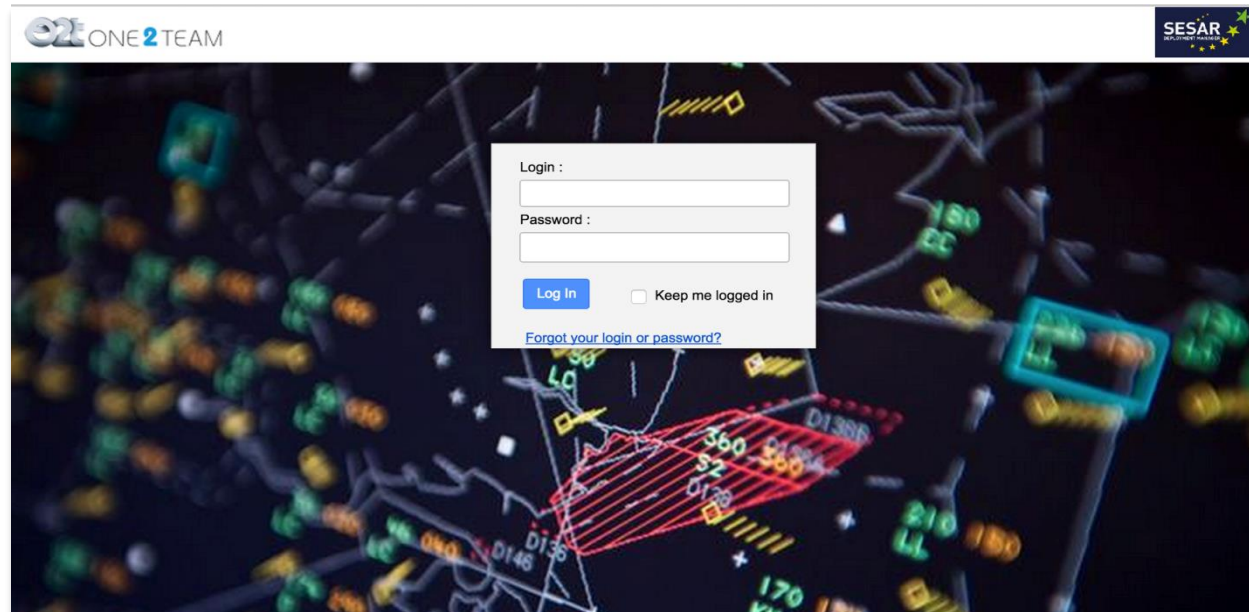


# STAR Introduction

STAR is a collaborative database tool for managing the implementation of the Deployment Programme (DP) with the collaboration of all stakeholders

It is accessible in real time, through the web.

Depending on your role you have access to focused or consolidated information regarding your proposals, or if you already have IPs funded through the SGA to your Implementation Projects.



# Using STAR for IP Proposal elaboration

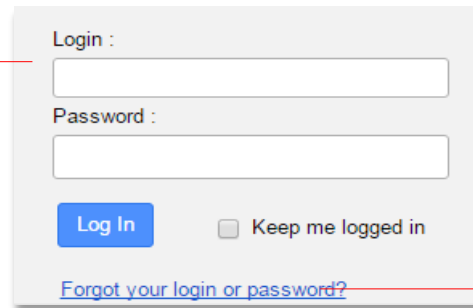
## Logging in

If this is your first connection and you do not have login and/or password yet, please click on « Forgot your login and password », then choose to renew your password. An email will be sent to your mailbox with a link allowing you to set your password.

1

### Connecting to STAR

In your browser, log on to <https://sesardm.one2team.com/> and enter your Login and Password

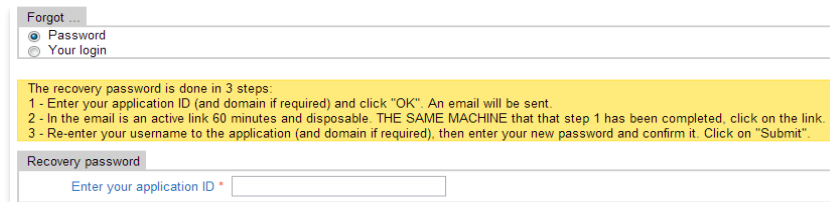


The login form contains two input fields: 'Login :' and 'Password :'. Below the 'Login :' field is a blue 'Log In' button. To the right of the 'Log In' button is a checkbox labeled 'Keep me logged in'. Below the 'Password :' field is a blue link that reads 'Forgot your login or password?'.

### Forgot login or password

Click on this link if you have forgotten your username and password, or if it is your first connection

2



The 'Forgot password' form has two radio buttons: 'Password' (selected) and 'Your login'. Below these is a yellow box containing three steps: 1 - Enter your application ID (and domain if required) and click "OK". An email will be sent. 2 - In the email is an active link 60 minutes and disposable. THE SAME MACHINE that that step 1 has been completed, click on the link. 3 - Re-enter your username to the application (and domain if required), then enter your new password and confirm it. Click on "Submit". Below the yellow box is a 'Recovery password' section with a label 'Enter your application ID \*' and an input field.

3

Enter your login ID to receive an email with new instructions in order to connect

*Note: the email will invite you to reset your password. You will be able to log in again with the password you've just created*



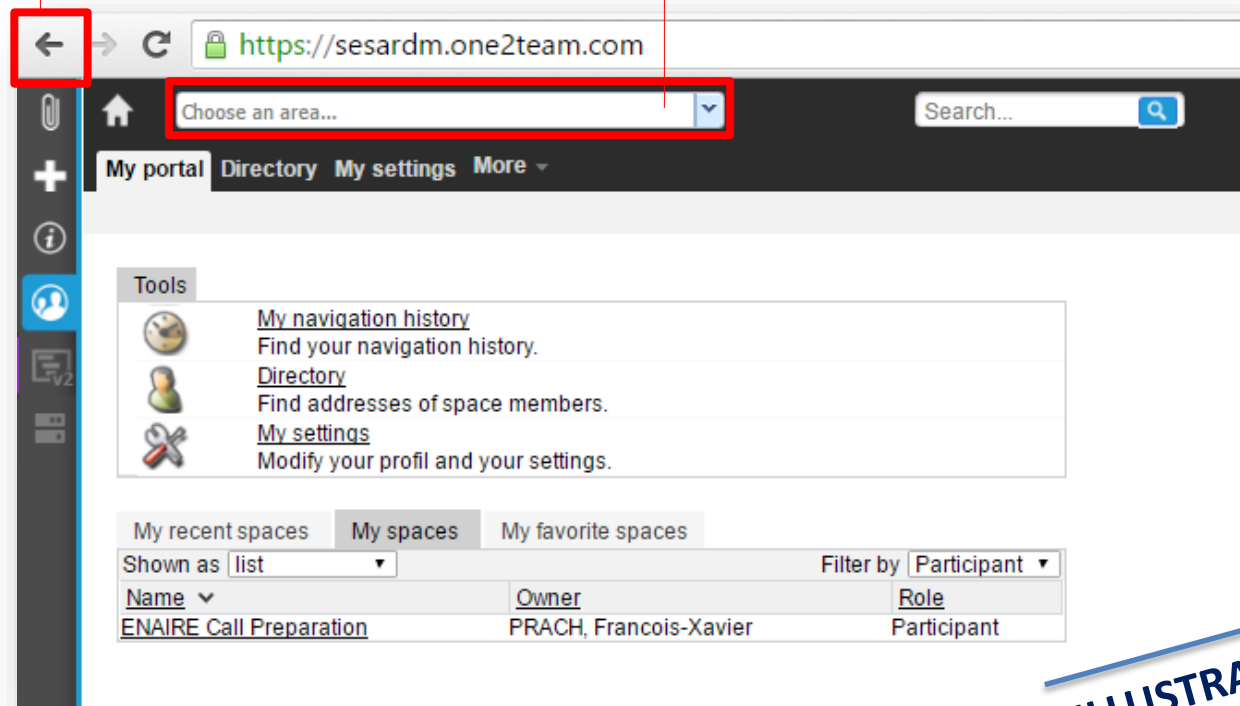
# Using STAR for IP Proposal elaboration

## Home screen

Back button of the browser

Should not be used in STAR

**Space field** : type the CEF Call preparation space of your company (e.g. « ENAIRE Call Preparation »)



ILLUSTRATIVE

# Using STAR for IP Proposal elaboration

## Create a new IP Proposal

1

Select the right space

4

Create a new IP Proposal

By clicking on the « New ... » button

2

Select the IP tab

3

Select the « All IPs » Shared view

This will list in the right part of the screen the list of IP proposals already created

The screenshot shows the STAR interface. At the top, there is a search bar and a navigation bar with tabs: DOCUMENTS, IP (selected), and MORE. A red box highlights the 'DSNA Call Preparation' dropdown menu. On the left, a sidebar contains icons for various functions. The main area is divided into two sections: 'My views' and 'Shared views'. Under 'Shared views', the 'All IPs (4)' view is selected. On the right, a table lists IP proposals with columns for Reference number, Title, and Contractual s.

Reference number	Title	Contractual s
IP Proposal #1	IP Proposal #1	15 Nov 16
IP Proposal #2	IP Proposal #2	09 Sep 16
IP Proposal #3	IP Proposal #3	25 Oct 16
IP Proposal #4	IP Proposal #4	26 Oct 17

ILLUSTRATIVE

# Using STAR for IP Proposal elaboration

## Create a new IP Proposal

The first step consists in giving a Title to the Indication of Interest document which will become an IP Proposal as soon as you click on the Create button in the top left corner of the screen.

1  
Name your IP Proposal by filling in the Title field

Once you have given a title to your proposal, click on the “Create” button to validate its creation.

The screenshot shows the STAR interface for creating a new IP Proposal. On the left is a dark blue sidebar with icons for document management, a plus sign, user profile, calendar, layers, and chat. The main content area has a top navigation bar with a dropdown menu set to 'DSNA Call Preparation' and a search bar. Below this is a tabbed interface with 'DOCUMENTS', 'IP' (selected), and 'MORE'. A 'CREATE' button is highlighted with a red line and a blue '2' next to it, with the text 'Click on the CREATE button'. Below the tabs is a form titled 'IOI (creation)'. The 'Title\*' field contains 'New IP Proposal'. Below this is a text field for 'CEF Call Proposal state' with the value 'IP 1st to 2nd round - Publication of comments by SDM and Elaboration'. Further down is a 'Project Leader' field with a link icon. At the bottom, there are two dropdown menus: 'Multi-Stakeholder Project' set to 'No' and 'Project Contributors'.

ILLUSTRATIVE



# Editing an existing IP Proposal elaboration

## Modifying an existing IP Proposal

Select an IP from the list provided by the “All IPs” Shared View (confer slide #8) by clicking on its title. You will then see the screen below. If a field is not editable, it is either because the current user has not been granted the rights to do so, or because the field is automatically computed by STAR (e.g. Main AF).

1

Select the subtab you wish modify

2

Click on the MODIFY button

After modifying an IP Proposal, do not forget to click on the “Save” button which only appears after you click on the MODIFY button.

DSNA Call Preparation

DOCUMENTS IP MORE

Back Title: IP Proposal #1

IP overview IP additional information IP Restricted Info Comments [0] Perf. grid [1] Tasks [1] Milestones [0] Risks [0]

MODIFY

Reference number

Title IP Proposal #1

CEF Call Proposal state IP 1st to 2nd round - Publication of comments by SDM and Elaboration of proposal by OS

Proposal Status No

Main AF AF3 - Flexible ASM and Free Route

Main Sub AF S-AF 3.2 Free Route

Main family Family 3.2.4 - Implement Free Route Airspace

Full coverage of the Family implementation Yes

Project description -

Project Leader

Project Manager Contact

Financial PoC

Administrative PoC

Multi-Stakeholder Project No

Project Contributors

Contractual start date 15 Nov 16

Contractual end date 24 Oct 18

3

Click on the Back button to return to the previous object or list. In this example the user is brought back to the list of IP Proposals.

ILLUSTRATIVE

# The various subtabs of the IP Proposal

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IP Description proposal is composed of the following subtabs, all of which have to be duly filled in in order to have your IP properly submitted to INEA

1. IP Overview: the main description of the IP Proposal
2. IP additional information: the complementary description of the IP Proposal
3. IP Restricted information: other sources of financing
4. Tasks: this subtab enables you to create all the tasks of the IP Proposal as well as the Costs, Milestones and Deliverables associated to each task
5. Costs: this subtab enables you to visualise and edit the costs but it is best practice to use the Task subtab to create a cost from its parent Task
6. Milestones: this subtab enables you to visualise and edit the Milestones and Deliverables but it is best practice to use the Task subtab to create the Milestones and Deliverables from their parent Task
7. Perf. Grid: this subtab enables you to visualise, create and edit the Performance grids used to assess the performance of the IP Proposal
8. Risks: this subtab enables you to visualise, create and edit the Performance grids used to assess the performance of the IP Proposal
9. Comments: this subtab should not be filled by the Implementing Partner but displays the SDM comments on the various rounds of IP Proposals.

# 1. The IP overview subtab

DSNA Call Preparation Search...

DOCUMENTS IP MORE

Back Title: IP Proposal #1

IP overview IP additional information IP Restricted Info Comments [0] Perf. grid [1] Tasks [1] Milestones [0] Risks [0] Discrepancies [0] Costs

MODIFY

Reference number  
Title IP Proposal #1  
CEF Call Proposal state IP 1st to 2nd round - Publication of comments by SDM and Elaboration of proposal by OS  
Proposal Status No  
Main AF AF3 - Flexible ASM and Free Route  
Main Sub AF S-AF 3.2 Free Route  
Main family Family 3.2.4 - Implement Free Route Airspace  
Project description This project aims at...  
Project Leader  
Project Manager Contact  
Financial Contact  
Administrative Contact  
Multi-Stakeholder Project No  
Project Contributors  
Contractual start date 15 Nov 16  
Contractual end date 24 Oct 18

The IP Overview subtab

ILLUSTRATIVE

# 1. Guidance on filling the IP Overview form (1/5)

- **Title:** Please insert the Implementation Project Title
- **Project Leader:** select the name of the Candidate Organization to be considered as "Project Leader" (type in at least three letters of its name), if you do not find it please send an email to [StarSupport@SesarDeploymentManager.eu](mailto:StarSupport@SesarDeploymentManager.eu) to request its creation.
- **Main AF and Main Sub AF:** the Main ATM Functionality (AF) and Sub AF to which the Implementing Project is related will be computed by STAR once the Main Family has been chosen.
- **Main Family:** indicate the Family to which the Implementing Project is related.
- **Project Manager Contact:** select the appropriate person to be considered as the Project Manager (type in at least three letters of his name), if you do not find him/her please create the contact by clicking on the "New.../+" button.

# 1. Guidance on filling the IP Overview form (2/5)

- **Financial Contact:** Please provide the name of the Financial Point of Contact, his/her e-mail address and telephone number. Project Manager, Administrative Point of Contact and Financial Point of Contact may be the same person. If possible, please indicate the same Financial Point of Contact for all projects submitted by the same Stakeholder."
- **Administrative Contact:** Please provide the name of the Administrative Point of Contact, his/her e-mail address and telephone number. Project Manager, Administrative Point of Contact and Financial Point of Contact may be the same person. If possible, please indicate the same Administrative Point of Contact for all projects submitted by the same Stakeholder."
- **Multi-Stakeholder Project:** Please specify whether the Implementation Project entails the involvement of several Stakeholders (Yes/No)
- **Project Contributors:** in case of multistakeholder projects (yes is selected in the "Multi-Stakeholder Project" field), please select the name of potential Candidate Organizations to be considered as "contributors" to the project.

# 1. Guidance on filling the IP Overview form (3/5)

- **Contractual Start and End Dates:** insert the planned start and end dates of the project. (Between 1 Feb. 2017 and 31 Dec. 2020)
- **Potential Impact on Military Stakeholders:** If presented by a civil Stakeholder, please indicate if the project is expected to have impact on military stakeholders (Yes/No)
- **Civil-Military Coordination Effort:** Please provide any available information on coordination activities performed. In particular, Stakeholders are requested to provide information concerning the Point of Contact from Military stakeholders they have been coordinating their action with."
- **Interdependencies with other projects:** Please indicate if the candidate Implementing Project is linked to other IPs presented by the same Stakeholders (both Call 2014 and in 2015 Calls). Please insert the Title of such Implementation Project(s).  
Please provide the rationale underpinning such interdependencies and precise its impact ("Soft/Hard")



Please clarify that no overlaps of activities between the candidate IP proposal and previously co-funded projects will take place





# 1. Selection of Gaps in the IP overview subtab

DSNA Call Preparation [Search...]

DOCUMENTS IP MORE

Back Title: IP Proposal #1

IP overview IP additional Information IP Restricted Info Comments [0] Perf. grid [2] Tasks [1] Milestones [0] Risks [0] Discre

MODIFY

Main gap

Name	Family
France	Family 3.2.4 - Implement Free Route Allspace

Main family gap coverage (%) 35%

Main Gap coverage Rationale This Gap coverage has been elaborated...

Secondary family #1

Name	Family
France	Family 3.2.3 - Implement Published Direct Routings (DCTs)

Secondary gap #1

Name	Family
France	Family 3.2.3 - Implement Published Direct Routings (DCTs)

Secondary family #1 gap coverage (%) 5%

Secondary Gap #1 coverage Rationale This Gap coverage has been elaborated...

Secondary family #2

Secondary gap #2

Secondary family #2 gap coverage (%) 0%

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Type in the % of Main family gap coverage

Select the Main Gap in line with the Main Family

Eventually select Secondary family #1, Secondary gap #1 and type in % of Secondary family #1 gap coverage and its rationale

Up to 5 Secondary families and their associated gaps and % of coverage may be selected for a given IP Proposal

# 1.Guidance on filling the IP Overview form (4/5)

- **Main Gap Covered:** select the gap (Family + Location / AirspaceUsers) that the implementation initiative aims at closing. In order to select the right Gap, type in an element of the geographical scope of the Gap followed by a space and followed by the number of the family (e.g. Rome 1.2.1)
- **Main family gap coverage:** specify the estimated percentage of gap coverage expected at the completion of the Implementation Project.
- **Main Gap coverage rationale:** please explain how the % of coverage was estimated
- **Secondary Gaps Covered:** indicate up to 5 other existing gaps (Family + Location/Airspace Users) that the implementation initiative aims at closing, in addition to the main one.
- **Synchronization Needs:** Please describe if any ex-ante synchronization need is envisaged. Specifically, please indicate whether the Implementation Project requires efforts to coordinate or synchronize its implementation with other stakeholders' categories or within the same category (Yes/No)
- **Rationale:** please provide additional explanations and rationale concerning the envisaged synchronization needs.

# 1.Guidance on filling the IP Overview form (5/5)

- **Concerned Stakeholder Categories:** Please indicate the Stakeholder categories which are considered impacted by the Project. In case of additional Stakeholder Categories potentially impacted by the project, please fill in Other“
- **Links:** Please indicate any other Family, Sub-AF or AF to which the candidate Implementation Project is expected to contribute, both directly and indirectly. Please make sure that these information are aligned with the information on the Gaps that the Projects aims at covering (further below in the same Tab)

## 2. The IP additional information subtab

The screenshot displays the SESAR Deployment Manager interface. At the top, a dropdown menu shows 'DSNA Call Preparation' and a search bar. Below this, a navigation bar includes 'DOCUMENTS', 'IP' (highlighted), 'RISKS/ISSUES', and 'MORE'. The main content area has a header 'Title: IP Proposal #1'. Below the header, there are icons for email, document, settings, and chat. A subtab bar shows 'IP overview', 'IP additional information' (selected), 'IP Restricted Info', 'Comments', and '[0] Perf.'. The 'IP additional information' subtab contains a 'SAVE' button and a 'CANCEL' button. Below these are several input fields: 'Work Breakdown Structure (WBS)' with a 'Choose file' button and 'No file chosen' text; 'WBS - comments'; 'Detailed objectives'; 'Description of work'; 'GANTT' with a 'Choose file' button and 'No file chosen' text; and 'GANTT - comments'.

DSNA Call Preparation

DOCUMENTS IP RISKS/ISSUES MORE

Title: IP Proposal #1

IP overview IP additional information IP Restricted Info Comments [0] Perf.

SAVE CANCEL

Work Breakdown Structure (WBS) Choose file No file chosen

WBS - comments

Detailed objectives

Description of work

GANTT Choose file No file chosen

GANTT - comments

The IP additional information subtab

Click on the “Choose file” buttons to add a file depicting your WBS or GANTT chart

ILLUSTRATIVE

## 2. Guidance on filling the IP additional information form (1/6)

- **WBS:** Please provide a comprehensive description of your project's structure, illustrating the breakdown of the project's tasks. Moreover, Stakeholders are requested to provide a graphical representation of the work-breakdown structure by clicking on the “Choose file” button
- **Detailed objectives:** Please detail the project's objectives
- **Description of Work:** Please provide a high-level description of the Implementation Project, highlighting its rationale for the inclusion of the project in the framework of the PCP implementation, as well as the main technical and operational concepts. Please identify which functionalities of the Family the Implementation Project is expected to cover. In case of projects which have already started, please notice that the description is expected to outline a clear picture of the current state of play of the implementation activity. In case of long-term projects, please specify whether the submitted Implementation Project represent a phase of the overall implementation activity."

## 2. Guidance on filling the IP additional information form (2/6)

- **GANTT:** Please add here any available information concerning the timescale of the project. Stakeholders are requested to provide the GANTT chart of the project with reference to the task level. Each task within will identify its start/end date as well as dependencies among the tasks, deliverables and milestones. Moreover, Stakeholders are requested to provide a graphical representation of the GANTT chart by clicking on the “Choose file” button.
- **Control Procedures and Quality Management During Implementation:** Please provide a high-level description of the control procedures to be put in place at project level. Explain the main features of the quality assurance plan and quality control system to be used during the implementation of the Project"
- **Pending Legal / Administrative Issues:** This section will describe any problem or issue of a legal/administrative/technical/other nature which remain to be settled before activities can start (e.g. legal proceedings against the building permit, appeal against a contract award etc.). Links with the risk management plan
- **Public – Private Partnerships:** Please provide us any information of PPP set up for the execution of the Implementation project



## 2. Guidance on filling the IP additional information form (3/6)



Please note that the following fields are requested to be filled in for meeting the INEA formal evaluation criteria.

- **Social and economic Impact:** Describe the findings and results of the socio-economic analysis concerning the Implementation Project. Indicate the main hypotheses and parameters used for this analysis and explain them. Describe the methodology used."
- **Impact of the Implementation Project on regional and/or local development and land use:** Describe the expected positive and/or negative impact of the Implementation Project on regional and/or local development, and land use. Assess also the positive and/or negative impacts on neighbouring regions"
- **Impact on competition:** If this is the case, describe the expected positive and/or negative impacts of the Implementation Project on regional and national competition.
- **Approval of the Implementation Project:** Clarify if the proposal has received the approvals necessary to commence the Implementation Project and planned activities at governmental, regional, local level, including environmental approvals



## 2. Guidance on filling the IP additional information form (4/6)

- **Political commitments to the Implementation Project:** Give information on the political commitments regarding the implementation of the Implementation Project (including cross-border commitments where relevant). List and briefly describe all formal and informal documents demonstrating these political commitments, going beyond the reference to the PCP Regulation and the Deployment Programme – such as decisions of Government, Parliament, or Regions, as well as Memorandums of understanding, written agreements, inclusion of the Implementation Project in National Master Plans or in sectorial strategies.
- **Public Consultation:** Describe the public consultations (to be) carried out and the feedback received. Provide information on the plans to involve stakeholders throughout the Implementation Project

## 2. Guidance on filling the IP additional information form (5/6)

- **Readiness / technical maturity of the Implementation Project:** For every activity, describe the precise state of preparation or implementation at the time of the submission of the application (e.g. Terms of Reference ready, tendered, contract signed, started, etc.), and how it will contribute to the subsequent physical implementation of a project. Describe possible dependencies on the results of any previous or ongoing feasibility or technical studies undertaken for the Implementation Project. For projects with high technological value (such as infrastructure crossing natural barriers, intelligent traffic management systems or aerospace initiatives), provide additional information on the foreseen technology and materials. If the Implementation Project has already started, indicate the current status of the implementation of each ongoing activity."

## 2. Guidance on filling the IP additional information form (6/6)

- **Building Permits:** Provide a full list of sections/parts of the Implementation Project, for which a separate building permit procedure must be obtained. Indicate the risk that already obtained permits can still be challenged (e.g. indicate deadlines until when an appeal could be filed).  
If explicitly required, please upload the related building permits document
- **Impact of the Implementation Project on traffic management, congestion, modal split, inter-operability, service quality, safety and security:** Describe the expected positive and / or negative impact of the Implementation Project on traffic management, congestion, modal split, optimization of existing capacity, inter-operability, service quality, safety and security
- **Impact on the Environment:** In addition to information provided in the Performance Section of the IP Proposal, please provide the results and conclusions of any environmental assessment or study.

### 3. The IP restricted information subtab

**Other sources of funding:** Please indicate in each of the fields of this subtab, the overall amount of funding coming from the relevant sources.

DSNA Call Preparation

DOCUMENTS IP MORE

Back Title: IP Proposal #1

IP overview IP additional information **IP Restricted Info** Comments [0] Perf. grid [1] Tasks [1] Milestones [0] Risks [0] Discrepancies [0] Costs

MODIFY

State budget(s) (€)	0
Regional/local budget(s) (€)	0
Applicant (€)	0
EIB loan (€)	0
Other loans (€)	0
CEF-Transport financing (€)	0
Other EU funds (ERDF, CF, FPR) (€)	0
Public Private Partnerships (€)	0
Other sources (€)	0
Total (€)	0
Total planned costs (€)	0
SDM financial scheme	Yes
Revenues of the Implementation Project	-

**The IP restricted information subtab**

**The total costs figures provided under the cost subtab («Total planned costs») should exactly match the total of this section («Total»)**  
e.g. Total planned costs=10.000  
Applicant=3.000  
CEF financing=5.000  
Other sources=2.000  
Total=10.000

**«Applicant» should be the total amount, also including the amount of EIB Loans**  
e.g. Applicant = 20.000;  
EIB = 10.000 (included in the “Applicant” figure);  
CEF transport financing = 20.000;  
Total = 40.000

## 4. The Tasks subtab

Provides the list of all tasks of the IP Proposal

The screenshot displays the SESAR Deployment Manager interface. At the top, there is a search bar and a dropdown menu set to 'DSNA Call Preparation'. Below this, a navigation bar shows 'DOCUMENTS', 'IP' (highlighted), and 'MORE'. A breadcrumb trail indicates 'Back Title: IP Proposal #1'. The main toolbar includes icons for email, document, settings, and help. The subtab navigation bar shows 'IP overview', 'IP additional information', 'IP Restricted Info', 'Comments', '[0] Perf. grid', '[2] Tasks' (highlighted), '[1] Milestones', '[0] Risks', '[0] Discrepancies', '[0] Costs', '[0] IP ASR', '[0] IP ASR 2017', and '[0] Notifi'. Below the subtab bar, there is a table with columns: 'Task', 'Planned start date (GA)', and 'Planned end date (GA)'. The table lists two tasks: 'Task 01' with a start date of '21 Oct 16' and end date of '29 Nov 17', and 'Task 02' with a start date of '19 Oct 16' and end date of '21 Dec 17'. A red arrow points from the 'Add...' button to the text 'Click on the Add... button to create a new task'. Another red arrow points from the 'Tasks' subtab to the text 'The Tasks subtab'. A third red arrow points from the task names to the text 'Click on the name of a task to access the task form or modify a task'.

Task	Planned start date (GA)	Planned end date (GA)
Task 01	21 Oct 16	29 Nov 17
Task 02	19 Oct 16	21 Dec 17

Click on the name of a task to access the task form or modify a task

The Tasks subtab

Click on the Add... button to create a new task



## 4. The task form

Provides the details of a task and allows to modify it

The screenshot shows the 'Task' form in the SESAR Deployment Manager. At the top, there's a dropdown menu set to 'DSNA Call Preparation' and a search bar. Below this is a navigation bar with 'DOCUMENTS', 'IP' (highlighted), and 'MORE'. A breadcrumb trail shows 'Back Task: Task 02' followed by steps '1. To do', '2. In progress', '3. Closed', and '4. Canceled'. A toolbar contains icons for 'Notify on Task...', 'Mark '2. In progress'', 'Mark '3. Closed'', 'Cancel', a settings gear, and a help icon. Below the toolbar is a tabbed interface with 'Task' selected, and other tabs for 'Technical progress', 'Costs progress', '[0] Milestones/Deliverables', '[0] Costs', '[0] Notifications', and 'Discussions'. A blue 'MODIFY' button is located at the top left of the task details section. The task details include: 'Task: Task 02', 'Description: This task...', 'Planned start date (GA): 19 Oct 16', and 'Planned end date (GA): 21 Dec 17'. At the bottom, there's a 'Links' section and a table with columns 'IP' and 'Organization', containing one row: 'IP Proposal #1' and an empty organization field.

IP	Organization
IP Proposal #1	

The tasks form

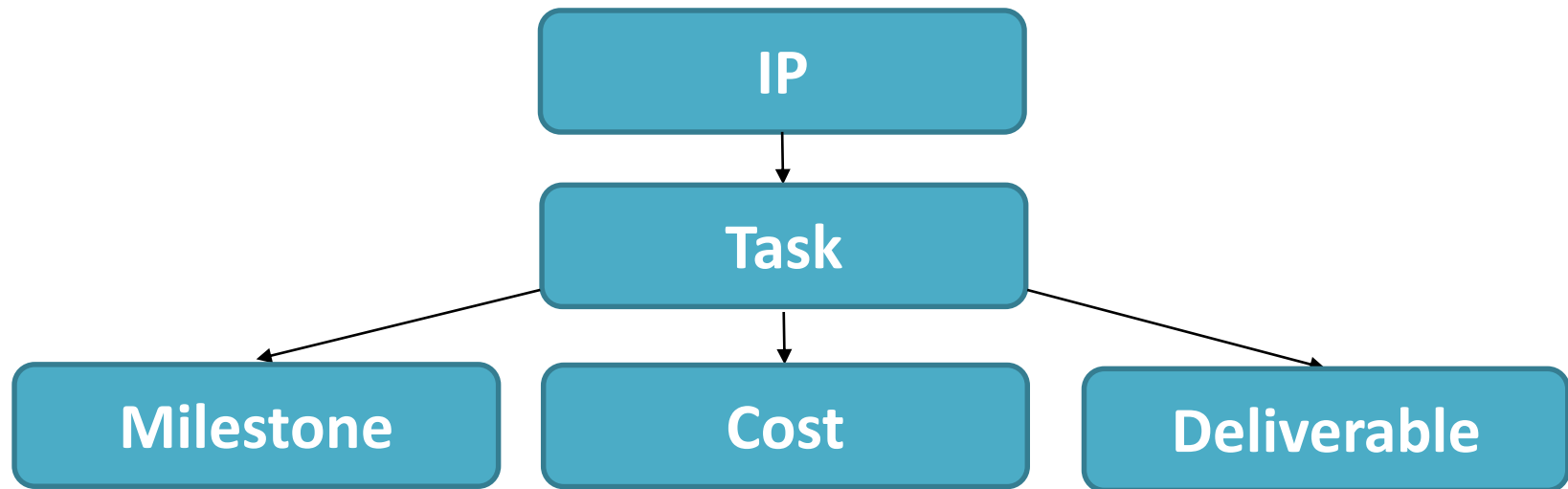
Click on the MODIFY button to edit the task

## 4. Guidance on filling the Tasks form

- In the Tasks subtab, please **create as many Tasks as required** in order to describe your IP Proposal by **clicking on the “Add.../+” Button**
- The list of tasks has to present all technical and operational aspects of the implementation project to be submitted, and will have to clearly provide information of the expected results with particular reference to the ATM Performance contribution.
- For each Task, provide the following information:
  - **Task:** Title of the task
  - **Description:** Detailed description of the task
  - **Planned start date (GA)** which should be dated after 07/02/2017 in order to be eligible for funding
  - **Planned end date (GA)** which should be dated before 31/12/2020 in order to be eligible for funding

## 4. The position of the task in the structure of an IP Proposal

The IP proposal in STAR is composed of **several elements which are organised into a hierarchy which helps ensure the consistency of the IP**. Below is an excerpt of a high level description of the Data structure.



This diagram shows that **an IP proposal in STAR is composed of several Tasks** which in turn comprise **several Milestones, several Costs and several Deliverables** amongst other elements.



## 5. The Costs subtab of the Task

Lists all the costs of the Task

Costs will be created by accessing the cost subtab from a Task.

The Costs subtab

DSNA Call Preparation

DOCUMENTS IP MORE

Back Task: Task 1 1. To do 2. In progress 3. Closed 4. Canceled

Notify on Task... Mark '2. In progress' Mark '3. Closed' Cancel

Task Technical progress Costs progress [3] Milestones/Deliverables [4] Costs [0] Notifications Discussions

Add... Link... Remove Group by Year

Activity or cost category	Cost title	Planned Costs
Year 2016 (2)		
	2016 Direct / HR Travel / Training cost Task 1	
	2016 Direct / Proc. Invest. / Hardware cost Task 1	
Year 2017 (2)		
	2017 Direct / Other cost Task 1	
	2017 Direct / Proc. Invest. / Software cost Task 1	

## 5. Creation of a Cost linked to a Task

The screenshot shows the 'IP' form with the 'Tasks' subtab selected. The 'Task' table lists two tasks: 'Task 01' with a planned start date of '21 Oct 16' and 'Task 02' with a planned start date of '19 Oct 16'. A red arrow points from the 'Task 01' title to the second screenshot.

Task	Planned start date (GA)
Task 01	21 Oct 16
Task 02	19 Oct 16

1 In the IP form, click on the Tasks subtab

3 In the Task form, click on the Costs subtab

2 Click on the Task title

4 Click on the Add button

The screenshot shows the 'Task' form for 'Task 01' with the 'Costs' subtab selected. The 'Add' button is highlighted with a red arrow. The 'Costs' table shows two entries for '2017 Direct'.

Activity or cost category	Cost title
Year 2017 (3)	
	2017 Direct
	2017 Direct



## 5. The Costs form

This form provides the details of a cost and allows to modify it

Click on the MODIFY button to edit the cost

DSNA Call Preparation

DOCUMENTS IP MORE

Back Cost title: 2016 Direct / HR Travel / Training cost Task 1

Costs Links [0] Notifications

MODIFY

Year 2016

Cost title 2016 Direct / HR Travel / Training cost Task 1

IP IP Proposal #2

Task Task 1

Project Leader

Organization

Cost Type Direct

Cost Group HR Travel

Category Direct / HR Travel / Training cost

Planned Costs (€) 100,000

FTE

Document (s)

INEA Co Funding rate 50%

INEA Co Funding value 50,000

The Costs form



Select **ONLY ONE** Organisation per cost entry



Always select **ONLY ONE** co-funding rate for ALL costs belonging to the same task

## 5. Guidance on filling the Costs form (1/3)

- Stakeholders are requested to provide **cost information broken down per task, per year and per contributor** regarding:
  - HR Costs and Travel Costs
  - Procurement - Investment Costs
  - Other Costs
  - Overhead Costs (these costs are not eligible for funding)



Only **one single cost entry for each Cost Category, Company and Year shall be submitted**. E.g. HR Travel Cost for Project Leader for year 2017; HR Travel Cost for Project Contributor #1 for year 2017; HR Training Cost for Project Contributor #1 for year 2017...

- In the Tasks subtab, please **select the Task for which you would like to create a cost**
- Then **select the Costs subtab** (of the task)
- Click on the **“Add.../+” Button** to create a cost
- The **referenced Task should be prefilled**, otherwise please input the task's name in the corresponding field

## 5. Guidance on filling the Costs form (2/3)

- For each Cost, please **provide the following information**:
  - **Year of the cost**: which should be part of the eligibility period 07/02/2017 to 31/12/2020
  - **Related task**
  - **Organisation owner of this cost**:  
please select one single organisation per cost as otherwise this would prevent correct Action budget elaboration.
  - **Cost category**



To insert further information on Procurement/Investment Costs and Other Costs, first a cost needs to be created and saved. Only in a second step, when you modify an already existing cost, will you be able to insert all further information requested: Supplier, Status, Description, etc.



Please leave the “Gap” field empty as it is not relevant for the IP Proposal process

## 5. Guidance on filling the Costs form (3/3)

- Planned cost
- Number of FTEs required for the execution of HR Training and HR Non Training activities



To insert FTEs, first a cost needs to be created and saved. Only in a second step, when you modify an already existing cost, will you be able to insert the number of FTEs



Please note that the Total amount shall already include the total figure of the costs (Not the value of one single FTE)

- Cofunding rate: please only select INEA co-funding rate among 0%, 20%, 50% or 85% (only for Cohesion fund)



Overhead cost are not eligible for funding under CEF Framework, thus Stakeholder shall select 0% co-funding rate for each Overhead cost entry

## 6. The Deliverable form

DSNA Call Preparation

DOCUMENTS IP MORE

Title: D01

Deliverable [0] Notifications

SAVE CANCEL

Title\* D01

Detailed description This Deliverable is...

Status 1. To do (0%)

Type\* Deliverable

Project Manager\* IP Leader 1, Test

Validation

Links

IP (for monitoring)

Tasks Task 1 (DSNA Call Preparation)

IP IP Proposal #2

Activity

Progress tracking

Planned/Contractual start date\* 18/10/2016

Planned/Contractual completion date\* 25/10/2017

Duration (days) 372

The Deliverable form

Click on the SAVE button to keep the changes or CANCEL to discard them

The Type field determines whether this is a Deliverable or a Milestone

## 6. Guidance on filling the Deliverables form

- In the Tasks subtab, please **select the Task for which you would like to create a Deliverable**
- Then **select the Milestones/Deliverables subtab**
- Click on the **“Add.../+” Button to create a Deliverable**
- The **referenced Task should be prefilled**, otherwise please input the task’s name in the corresponding field
- Please select the following **Type of object: Deliverable**
- For each Deliverable, please provide the following information:
  - **Title and related Task**
  - **Planned/Contractual start and completion dates** which should be inside the start and end dates of the Task and in the **07/02/2017 to 31/12/2020 eligibility period**

## 7. Required Milestones

- In the description of your project, it is important that you incorporate **several sorts of Milestones**:
  - **Key project milestones** which are linked to a Task
  - **Monitoring Milestones** which are linked to your IP Proposal:
    - **Monitoring Milestones for all families:**
      1. Start of Training
      2. End of Training
      3. Parallel operations / operational trials
      4. Cutover - SW read and successfully tested
      5. Cutover and fall back period completed
    - **Family specific Monitoring Milestones as listed in the “1.2 Monitoring Milestones” tab of the “IP\_Template\_Call\_2016\_v1.0”**

## 7. The Milestone form

Click on the Back button to return to the Milestone subtab

The screenshot shows the 'Milestone' form in the SESAR Deployment Manager. The interface includes a top navigation bar with 'DOCUMENTS', 'IP', and 'MORE' tabs. A 'Back' button is located at the top left of the form area. The form itself has a 'MODIFY' button and a 'Title' field set to 'M01'. Below the title, there are fields for 'SGA Milestone N°' and 'Project Manager'. A 'Type' field is set to 'Milestone', and a 'Status' field shows '1. To do (0%)'. A 'Links' section contains a table with columns 'IP (for monitoring)', 'Tasks', and 'Task 1'. The 'Task 1' column has a value 'IP Proposal #2' which is highlighted with a red box. A 'Timing' section at the bottom shows 'Planned/Contractual completion date' as '09 Feb 17'. Red lines with arrows point from text annotations to specific elements: 'Click on the Back button to return to the Milestone subtab' points to the 'Back' button; 'Click on the MODIFY button to edit the Milestone' points to the 'MODIFY' button; 'The Milestone form' points to the main form area; 'The Type field determines whether this is a Deliverable or a Milestone' points to the 'Type' field; and 'Please link each of the Monitoring Milestones required by SDM to your IP Proposal reference, while other Key project milestones are only linked to a task' points to the 'Task 1' column in the 'Links' table.

Click on the Back button to return to the Milestone subtab

The Milestone form

Click on the MODIFY button to edit the Milestone

The Type field determines whether this is a Deliverable or a Milestone

Please link each of the Monitoring Milestones required by SDM to your IP Proposal reference, while other Key project milestones are only linked to a task

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## 7. Guidance on filling the Milestone form

- In the Tasks subtab, please select the **Task for which you would like to create a Milestone**
- Then select the **Milestones/Deliverables subtab**
- Click on the **“Add.../+” Button** to create a Milestone
- The **referenced Task should be prefilled**, otherwise please input the task’s name in the corresponding field
- Please select the following **Type of object: Milestone**
- For each Milestone, please provide the **following information**:
  - **Title and Detailed description**
  - **Related Task**
  - **Planned/Contractual completion date** which should be inside the start and end dates of the Task and therefore in the **07/02/2017 to 31/12/2020 eligibility period**

## 8. The Performance Grid subtab

Click on the Back button to return to the IP

Lists all the Performance Grids of an IP

The Performance Grid subtab

The screenshot displays the SESAR Deployment Manager interface. At the top, there's a dropdown menu set to 'DSNA Call Preparation' and a search bar. Below this is a navigation bar with tabs: 'DOCUMENTS', 'IP' (highlighted in orange), 'MILESTONES/DELIVERABLES', and 'MORE'. A 'Back' button with a left arrow is visible next to the text 'Title: IP Proposal #2'. Below the navigation bar is a toolbar with icons for email, document, settings, and chat. The main content area shows a tabbed interface with 'IP overview', 'IP additional information', 'IP Restricted Info', 'Comments', and '[1] Perf. grid' (highlighted). Below the tabs is a toolbar with 'Add...', 'Link...', 'Remove', and other icons. A 'Group by' dropdown is set to 'KPI'. The main table has columns: 'Name', 'Category', 'Expert Judgement', 'Impact', and 'Ar'. The table contains one row: 'KPI Safety (1)' with a sub-row 'Safety - Airport Ground - IP Proposal #2'.

Name	Category	Expert Judgement	Impact	Ar
KPI Safety (1)				
Safety - Airport Ground - IP Proposal #2	Airport Ground	++	Direct	

Click Add... to create a Performance Grid

Click on the Name of a Performance Grid to access its Performance Assessment form

## 8. The Performance Assessment form

Please refer to the “3. Performance - Definitions” tab of the “IP\_Template\_Call\_2016\_v1.0” for complementary guidance.

Click on the Back button to return to the Performance Grid subtab

DSNA Call Preparation

DOCUMENTS IP MILESTONES/DELIVERABLES MORE ▾

Back Name: Safety - Airport Ground - IP Proposal #2

Performance Assessment [0] Notifications

MODIFY

Name Safety - Airport Ground - IP Proposal #2

Responsible IP Leader 1, Test

KPI Safety

Category Airport Ground

Expert Judgement --

Change justification -

Impact Direct

Prerequisite -

Area of expected benefits

Start date of Perf. 17 Oct 17

Full Perf. Expected 17 Oct 18

% of improvement 5%

Rationale and Facts

Additional documents

Capacity contribution 0%

Capacity contribution details -

The Performance Assessment form

Click on the MODIFY button to edit the Performance Grid

## 8. Guidance on filling the Performance Grid form (1/3)

- In the “Perf. Grid” subtab, please **create as many performance grid as you need**
- Click on the “**Add.../+**” **Button** to create a Performance grid
- For each performance grid, please fill in the following fields:
  - **Expert Judgement:** A qualitative assessment ("+", "++", "-") on each KPA/KPI“
    - **+**: positive contribution with moderate impact;
    - **++**: positive contribution with strong impact;
    - **-**: negative contribution.
- “+” would correspond to an improvement up to 3% ; “++” would correspond to an improvement of more than 3%”
- **Direct or Indirect Impact:** Does your project have a direct impact or an indirect one (Direct = D; Indirect = I) on KPA Performances. “**Direct**” means an **operational system or a procedure which would have a direct contribution to performance.**

## 8. Guidance on filling the Performance Grid form (2/3)

- **Prerequisite?:** Indicate if it is a prerequisite to another project, if yes: "P" and precise for which Project or subject "xxx".  
"Prerequisite" means that this Project is required as a prior condition for something else to happen/exist."
- **Area of expected benefits:** Indicate the area of the expected benefits (ECAC wide, specific FAB (name of FAB), specific ACC (ICAO code of ACC), all airports, specific airport (ICAO airport code). Area means where your project will be implemented and/or how many flights would be impacted.
- **Start date of Perf. / Full Perf. Expected:** Dates when impact of the project are expected to bring benefits (at the beginning and when the project is fully operational).

## 8. Guidance on filling the Performance Grid form (3/3)

- **% of improvement:** Indicate the **quantitative assessment in %**. Please refer to **sheet "Performance KPAs & KPIs"** in the Excel IP template to finetune the expectations. Figures would preferably come from your own CBA and address specific KPIs. This information will be taken into account for the general CBA of the projects.
- **Rationale and Facts:** Rationale and facts are expected in order to explain your judgement and figures. Please indicate references of sources when appropriate. All relevant information are welcome, e.g. : project improving situations during bad weather conditions like LVO, or only for departure...

## 9. The Risk subtab

Click on the Back button to return to the IP

The screenshot shows the SESAR Deployment Manager interface. At the top, there's a dropdown menu set to 'DSNA Cell Preparation' and a search bar. Below this is a navigation bar with tabs: DOCUMENTS, IP (highlighted), MILESTONES/DELIVERABLES, and MORE. A 'Back' button with a circular arrow icon is visible next to the title 'Title: IP Proposal #2'. Below the navigation bar is a toolbar with icons for email, document, settings, and help. The main content area has a tabbed interface with tabs: IP overview, IP additional information, IP Restricted Info, Comments, [1] Perf. grid, [2] Tasks, [3] Milestones, [1] Risks (highlighted), [0] Discrepancies, and [11] Cost. Below the tabs is a toolbar with buttons: Add... (with a plus icon), Link... (with a chain icon), Remove (with a trash icon), and a 'Group by' dropdown menu. Below this is a table with the following columns: Identification code, Title, Status, Risk level, Issue level, and Identification date. The first row of the table contains the following data: Identification code: 1813, Title: Risk 01, Status: Risk identified, Risk level: a circle with a dot, Issue level: a circle with a dot, and Identification date: 18 Oct 16. Red arrows point from the text annotations to the 'Back' button, the 'Add...' button, and the 'Risk 01' title in the table.

DSNA Cell Preparation

Search...

DOCUMENTS IP MILESTONES/DELIVERABLES MORE

Back Title: IP Proposal #2

IP overview IP additional information IP Restricted Info Comments [1] Perf. grid [2] Tasks [3] Milestones [1] Risks [0] Discrepancies [11] Cost

Add... Link... Remove Group by

Identification code	Title	Status	Risk level	Issue level	Identification date
1813	Risk 01	Risk identified			18 Oct 16

The Risk subtab

Click Add... to create a Risk

Click on the Title of a Risk to access its form

## 9. The Risk form

Click on the Back button to return to the Risk subtab

The Risk subtab

DSNA Call Preparation

DOCUMENTS IP MILESTONES/DELIVERABLES MORE

Back Title: Risk 01

Risks [0] Mitigation actions [0] Notifications

MODIFY

Type Risk  
Identification code 1813  
Title Risk 01  
DP level risk No  
Description This risk is...  
Identification date 18 Oct 16  
Expected resolution date 25 Oct 17  
Categories - impact on Political  
Stakeholders concerned  
Owner IP Leader 1, Test

Impact analysis

Risk Impact Very Low (Impact of very limited severity on successful DP implementation) - 1% > 20%  
Risk Probability Risk Probability - 1% > 20%  
Consequences / impacts - details  
Risk level  
Risk last modification date 18 Oct 16  
Last Mitigation closing date

Mitigation management

Status Risk identified  
Risk escalated to Issue

Documents

Attached files

Click on the MODIFY button to edit the Risk



## 9. Guidance on filling the Risk form

- For each Risk (factors of uncertainty, major elements of complexity, externalities which may affect the implementation of the Project), please provide the following information:
  - **Title and Description**
  - the **risk's Category ONLY within the following**: political, institutional, financial, organizational, social, technical
  - information about the **Probability of the Risk and its expected Impact** (Please select among: very low, low, medium, high and very high)
  - Once the Risk has been created, you can **access the Mitigation tab** which enables you to describe the proposed mitigation action for this risk. Explain the main features of any contingency plan (if available)



**The following fields should be left empty:**

- **Identification date**
- **Expected resolution date**

# Guidance material available in « STAR Support » Space

## Mementos and Video Tutorials

Select the “STAR Support” Space

The screenshot shows the STAR Support interface. The top bar has a dropdown menu set to 'STAR Support' and a search bar. Below this is a navigation bar with 'DOCUMENTS' and 'MORE'. The left sidebar contains a 'Filter' bar and two sections: 'Shared views' with a list of views (New Docs, Updated Docs, My Recently edited Docs, My ongoing changes) and 'Folders' with a list of folders (STAR user manual, User guides - mementos, Video tutorials). The main area displays a list of documents grouped by type. The list includes documents like 'Memento - Analyze & Import a Performance Grid (STAR) (1.1)', 'Memento - Create a view (STAR) (1.1)', 'Memento - Create or modify a milestone-deliverable (STAR)...', 'Memento - Create or modify a risk (STAR) (1.2)', 'Memento - Customize my interface (STAR) (1.1)', 'Memento - Extract data (STAR) (1.2)', 'Memento - Notify (STAR) (1.1)', 'Memento - Search in STAR (1.3)', 'Memento - Set up my parameters (STAR) (1.2)', 'Memento - Upload and update a document (STAR) (1.2)', 'Memento - Use the Projects Social Network (STAR) (1.2)', 'Memento - Using the Gantt Chart (STAR) (1.1)', 'Memento - 1st connection and navigation (2\_0) (1.4)', and 'STAR - IOI creation (4.0)'. Red arrows point from the text labels to the 'User guides - mementos' and 'Video tutorials' folders in the sidebar.

Group by	Type	Title
		Memento - Analyze & Import a Performance Grid (STAR) (1.1)
		Memento - Create a view (STAR) (1.1)
		Memento - Create or modify a milestone-deliverable (STAR)...
		Memento - Create or modify a risk (STAR) (1.2)
		Memento - Customize my interface (STAR) (1.1)
		Memento - Extract data (STAR) (1.2)
		Memento - Notify (STAR) (1.1)
		Memento - Search in STAR (1.3)
		Memento - Set up my parameters (STAR) (1.2)
		Memento - Upload and update a document (STAR) (1.2)
		Memento - Use the Projects Social Network (STAR) (1.2)
		Memento - Using the Gantt Chart (STAR) (1.1)
		Memento - 1st connection and navigation (2_0) (1.4)
		STAR - IOI creation (4.0)

User guides - mementos

Video tutorials

# Any questions regarding the input of an IP Proposal in STAR?

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- By email: [StarSupport@SesarDeploymentManager.eu](mailto:StarSupport@SesarDeploymentManager.eu)
- By phone: +32 279 30 737