

esa-star Publication Training material

ESA Interact for Industry

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Intended Users

- This learning material is intended for the Legal Entity Information Administrator/ Deputy (EIA), Business Unit Information Administrator (BUIA), Bid Manager or Contract Manager role

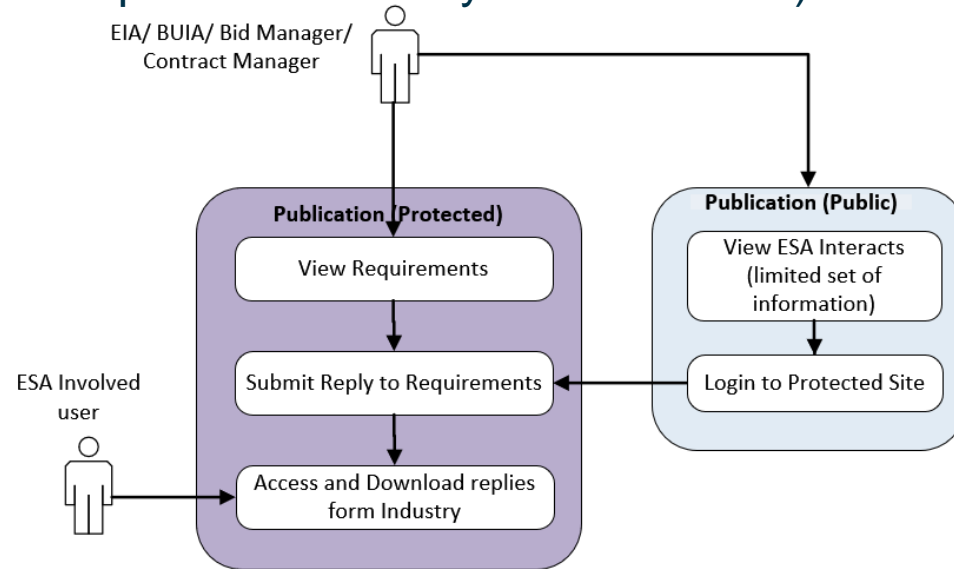


Summary

- [Process Overview](#)
- [Accessing ESA Interacts](#)
- [Entities Questions and Answers](#)
- [Replying to an ESA Interact](#)
- [Request reopening of an ESA Interact](#)
- [Modifying a reply of an ESA Interact](#)
- [Qualification/Non Qualification Notification](#)
- [Expression of Interest for Interacts:](#)
 - [Visibility](#)
 - [Description](#)
 - [Access](#)
 - [Update and Withdraw](#)
- [Other Interested Entities for Interacts](#)

Process Overview

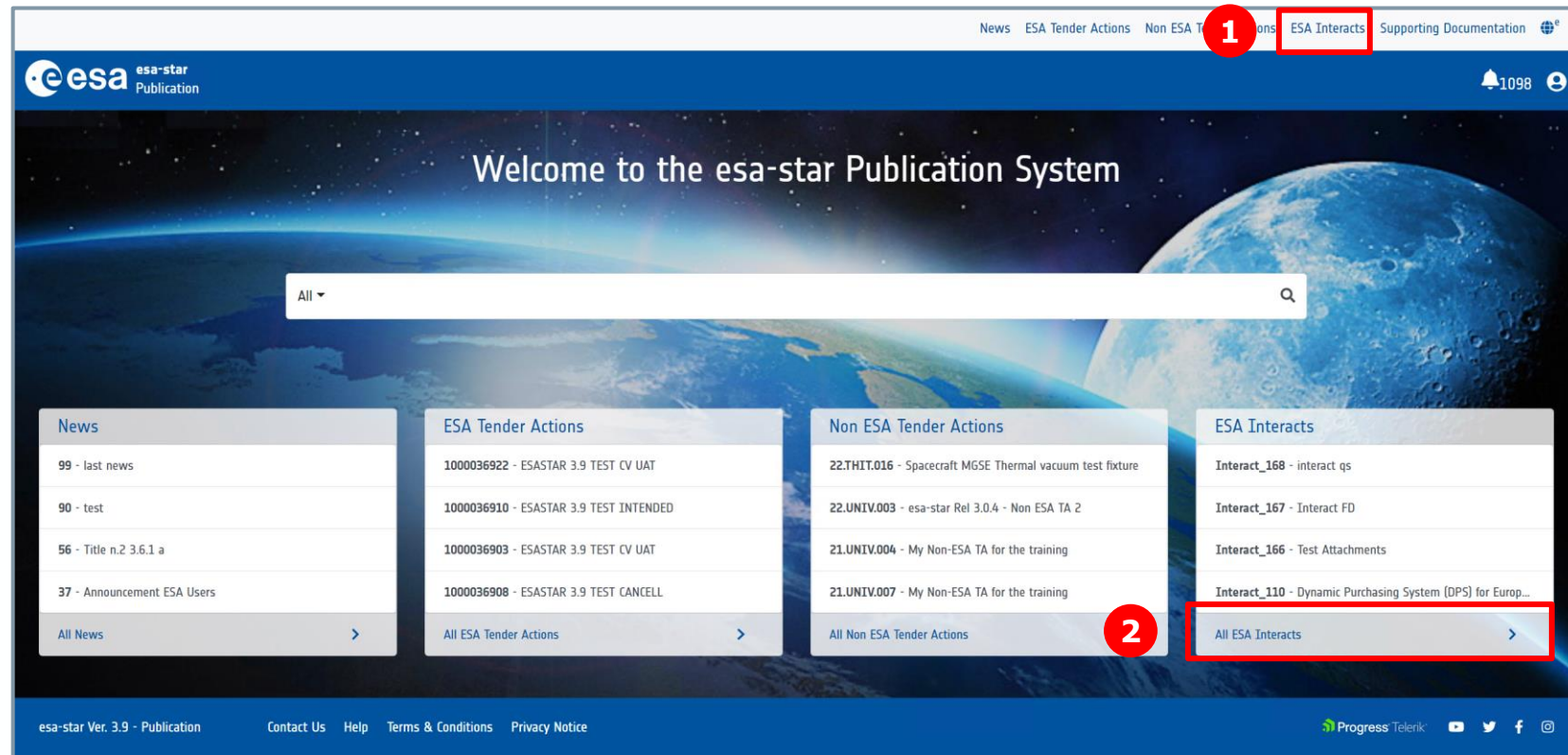
- The ESA Interact function allows ESA to publish requirements not related to any current Tender Action and receive replies from Industry (e.g. Request for Information, Request for Preliminary Declaration of Interest, Request to Submit an Outline Concept/Idea or Survey/Questionnaire)



- Once a new ESA Interact is published in esa-star Publication, guest users can see an overview of the new item with a limited set of information
- Only Industry users with EIA and Deputies, BUIA, Bid Manager and Contract Manager roles, for which their own Entity meets the item's restriction requirements, can access the whole set of information and submit a reply based on the structure defined by ESA

Accessing ESA Interacts (1/5)

- All published ESA Interacts are accessible without logging in to esa-star Publication, but only a limited set of information will be visible. In order to access all information and to be able to submit a reply, you will need to log in. The Home page shows the last four ESA Interact items published and/or updated. To see the full list, access the **ESA Interacts** section through the navigation menu (1) or the section preview (2)



Accessing ESA Interacts (2/5)

- The list of ESA Interacts can be managed as follows:

- Filtering

- This flag indicates that you will have full visibility of this Interact item, including the possibility to reply

The screenshot shows the 'ESA Interacts - Open' interface. At the top, there is a 'Filters' section with input fields for 'Publication Date from', 'to', 'Reply Deadline from', 'to', and 'Interact Type'. Below the filters is a 'Create View' button and 'Reset' and 'Apply' buttons. The main area displays 'Results: 11 Items Found'. A list of interact items is shown, each with a flag icon, a title, and a star icon. A dropdown menu is open over the first item, showing sorting options: 'Publication Date', 'Title', 'Publication Date', 'Interact Type', 'Reply Deadline', 'Expiration Date'. The first item is 'Interact_43 Request for Information: Earth Observation activities' with a star icon. The second item is 'Interact_40 EP-SC-T-2 Interact 5' with a star icon. The third item is 'Interact_39 EP-T-SC-2 Interact 4' with a star icon.

- Sorting

- An individual Interact can be set as a favourite by clicking on the star icon. It will be added to the “My Favourite ESA Interacts” view

Accessing ESA Interacts (3/5)

- You can “Create a View” with your filter preferences by specifying a view name
- Once saved, the view will be available in the left menu under “My Views”. Click on the name to access the view (1). You can then Edit (2), change the name (3) and Save, Save a copy or Delete (4)

Filters

Publication Date from to Reply Deadline from to Interact Type

Status Restricted ALL Restricted to SMEs ALL Restricted to LSIs ALL Expiration Date from to

Create View **Save** **Reset** **Apply**

esa esa-star Publication

ESA Interacts

My Favourite ESA Interacts

My Views **RFI view**

ESA Interacts

ESA Interacts - RFI View

Filters

Publication Date from to Reply Deadline from to Interact Type

Status Restricted ALL Restricted to SMEs ALL Restricted to LSIs ALL Expiration Date from to

Edit View **Save** **Save a Copy** **Delete** **Reset** **Apply**

Accessing ESA Interacts (4/5)

- An item without a flag will only show a subset of the full Interact information

Interact_39 **EP-T-SC-2 Interact 4** **RPI - Request for Preliminary declaration of Interest** ☆

Publication Date: 02/11/2020
Reply Deadline: 11/11/2020

ESA Interacts

EP-T-SC-2 Interact 4
Interact_39 ☆

Publication Date 02/11/2020	Reply Deadline 11/11/2020	Last Update Time 03/11/2020 19:23:50
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Description

Main information

Interact Type
RPI - Request for Preliminary declaration of Interest

Accessing ESA Interacts (5/5)

- An item with a flag will show all information on that Interact, and you will also be able to reply and submit questions

Interact 43  **Request for Information: Earth Observation activities** RFI - Request for Information

This is an example of ESA Interact item. This functionality allows ESA to publish requirements not related to any Tender Action, and receive replies for Industry.

Publication Date: 05/10/2022 Reply Deadline: N/A Last Update On: 12/10/2022 16:27:18 CEST

REQUEST FOR INFORMATION: SPONSORSHIP AND SERVICE

Main information

Interact Type: RFI - Request for Information

Attachments: No attachment Entities Questions & Answers

My Questions

No submitted question

Please, submit your question here Submit

My Responses (Collapse all)

Section 1

Question 1 to Section 1

Please, reply here Clear Save

Question 2 to Section 1

Clear Save

Section 2

Question 1 to Section 2

Please, attach your file here Browse

Entities Questions and Answers

- In **My Questions**, you can **Submit (1)** questions to ESA

ESA Interact 3: Information for a new Satellites' Supplier
Interact_72

Publication Date: 15/04/2022
Reply Deadline: N/A
Last Update On: 15/04/2022 12:27:35 CEST

Main information
Interact Type
RFI - Request for Information

My Questions
Question
Question regarding the Interact
Question to ESA
Second Question to ESA

Attachments
Entities Questions & Answers
ESA Answer to Question 1.pdf

Downloads
Download 1 Selected File
Download All Files

Submit

- When ESA replies to submitted questions, you will be able to view the answers in the **Entities Questions & Answers (2)** section
- Select the attachment(s) and click on **Download (3)** to download the answer

Replying to an ESA Interact (1/3)

- If you open an Interact item marked with a flag, you will be able to reply to that Interact and, if provided by ESA, you can **download** the related attachments (1).
- Depending on the Response structure defined by ESA, you can:
 - Reply to a question by **attaching a file (2)**: if available, you can **Download (3)** the file attached to the question and use it as a template for the reply. After the upload, click on **Save** to confirm
 - Reply to a question by **filling in the text box (4)**. To confirm, click on **Save**
 - Reply to a question by **selecting Yes or No (5)**. After selecting, you need to click on **Save** to confirm
 - Reply to a question by **selecting a value from a custom list set by ESA (6)**. Again, after selecting, you need to click on **Save** to confirm

The screenshot shows the ESA Interact interface with several sections and callouts:

- 1**: A red box highlights the 'Downloads' button in the 'Attachments' section.
- 2**: A red box highlights the 'Browse' button in the 'test 1' section.
- 3**: A red box highlights the 'Save' button in the 'test 1' section.
- 4**: A red box highlights the text input field for 'question'.
- 5**: A red box highlights the dropdown menu for 'Question 3'.
- 6**: A red box highlights the dropdown menu for 'Question 4'.

A 'Download Attachments' dialog box is shown on the right, listing files like 'example docx.docx' and 'example pdf.pdf' with 'Download selected' and 'Download all' buttons.

Replying to an ESA Interact (2/3)

- ESA may request entity contact details if further communication is necessary. In this case only one contact point can be filled in (5). The field is filled in by default with details of the person from the entity submitting the reply, but you can modify the field if required
- Click on “Save” (6) once you have entered the details

- When the reply is complete, you can submit it to ESA (7)

- Alternatively, you can exit and leave the reply in draft status by clicking on the “return” icon (8) at the top of the page

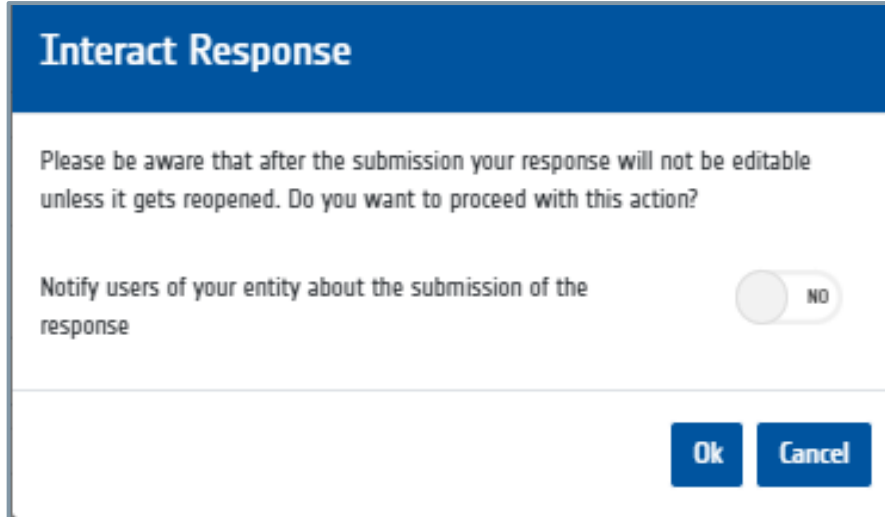
The screenshot shows a web form for replying to an ESA Interact. The form has several fields: 'Name' (Federica), 'Surname' (Aprile), 'Email' (blurred), and 'Phone' (empty). A red box labeled '5' highlights the 'Entity Contact Point*' header. A red box labeled '6' highlights the 'Save' button. A red box labeled '7' highlights the 'Submit to ESA' button. A red box labeled '8' highlights a blue left-pointing arrow icon. Below the form is a summary card for 'ESA Interact 1: Interact_34' with a star icon and a red box labeled '7'. The summary card includes a table with the following data:

Publication Date	Reply Deadline	Last Update On
13/01/2021	29/01/2021 23:59:59 CET	27/01/2021 17:59:13 CET

Below the table is a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC" Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab... [Read more](#)

Replying to an ESA Interact (3/3)

- Once submitted, a pop-up window will appear

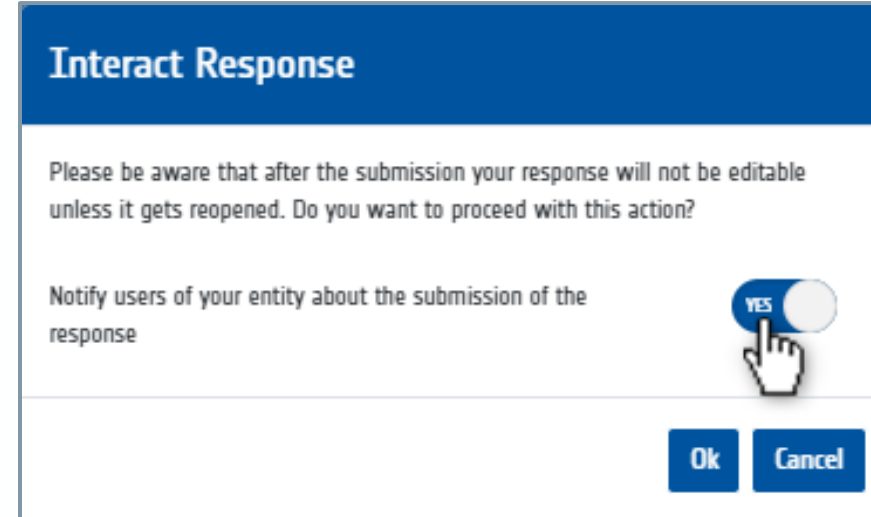


Interact Response

Please be aware that after the submission your response will not be editable unless it gets reopened. Do you want to proceed with this action?

Notify users of your entity about the submission of the response NO

Ok Cancel



Interact Response

Please be aware that after the submission your response will not be editable unless it gets reopened. Do you want to proceed with this action?

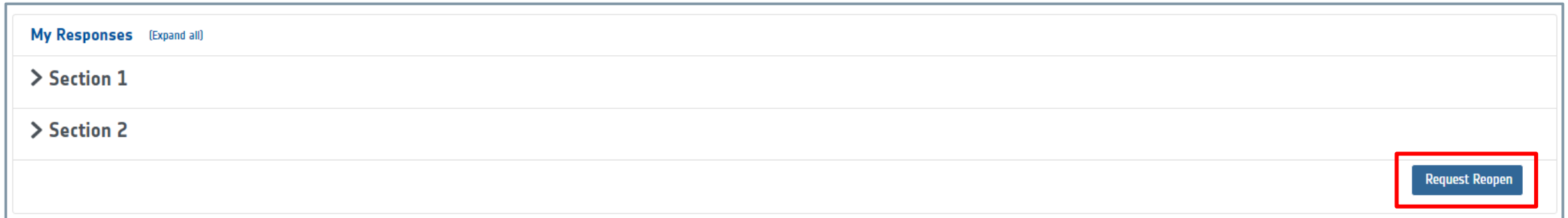
Notify users of your entity about the submission of the response YES

Ok Cancel

- If needed, you can notify the other users about the submission of the response by selecting **YES**
- Click on “Ok” to confirm the submission to ESA

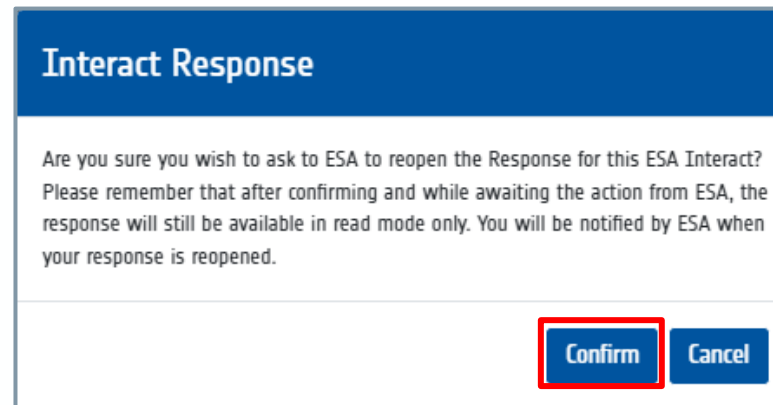
Request reopening of an ESA Interact

- If needed, it is possible to modify a response sent for an ESA Interact by clicking on **Request Reopen**



The screenshot shows a user interface for 'My Responses'. At the top left, it says 'My Responses' with a link '(Expand all)'. Below this are two expandable sections: '> Section 1' and '> Section 2'. In the bottom right corner of the main content area, there is a blue button labeled 'Request Reopen', which is highlighted with a red rectangular box.

- A pop-up window will appear. Click on **Confirm** to send the reopening request to ESA

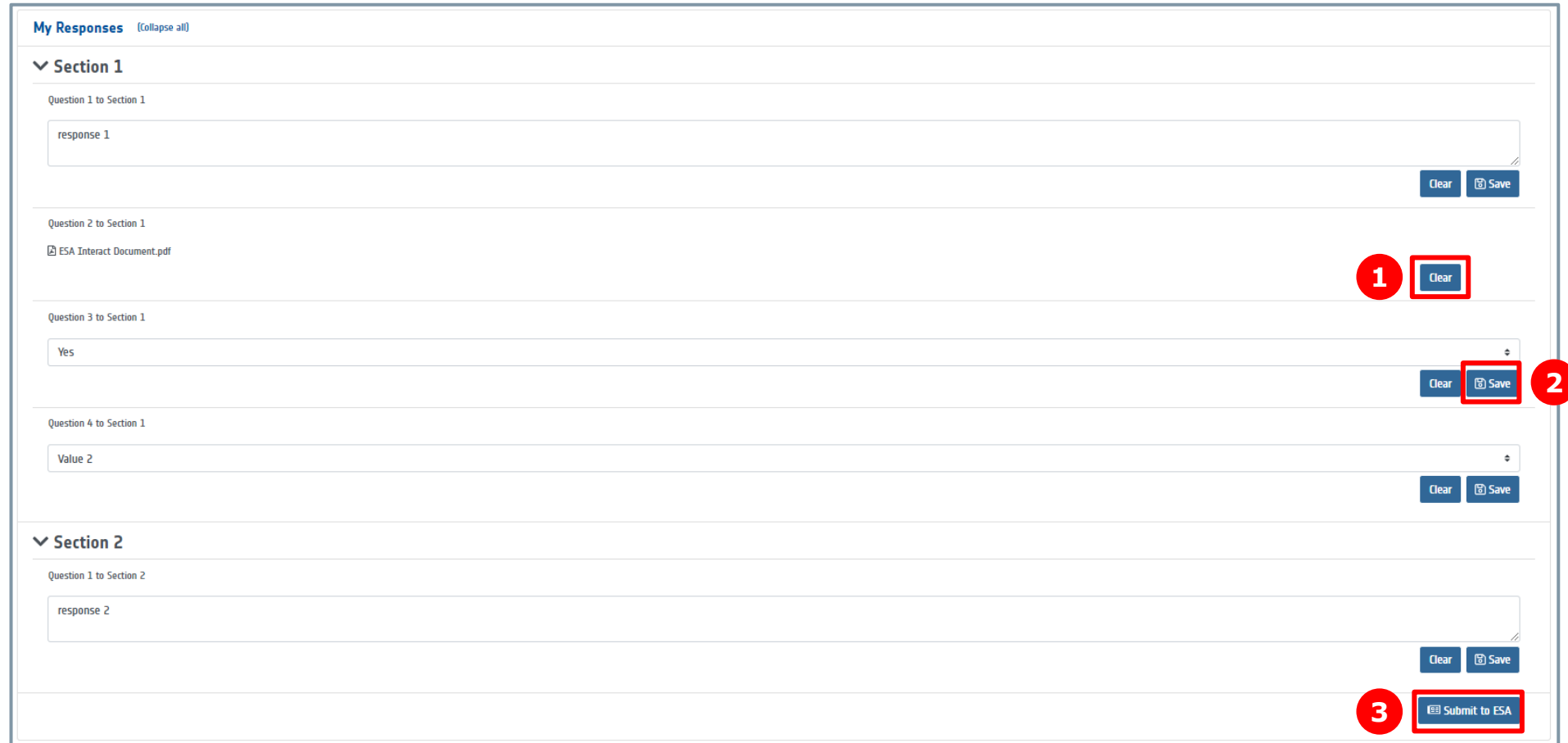


The screenshot shows a pop-up window titled 'Interact Response'. The text inside reads: 'Are you sure you wish to ask to ESA to reopen the Response for this ESA Interact? Please remember that after confirming and while awaiting the action from ESA, the response will still be available in read mode only. You will be notified by ESA when your response is reopened.' At the bottom right of the window, there are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a red rectangular box.

Modifying a reply of an ESA Interact (1/2)

- As soon as ESA reopens the response, you will be able to edit only the reopened items in the reply
- Click on **Clear (1)** to cancel the old file or text and upload the new ones

- To confirm the change, click on **Save (2)**
- Click again on **Submit to ESA (3)** to send the modified reply



The screenshot shows the 'My Responses' interface for 'Section 1'. It contains four questions:

- Question 1 to Section 1:** A text input field containing 'response 1'. A 'Clear' button is highlighted with a red box and the number 1.
- Question 2 to Section 1:** A file upload field containing 'ESA Interact Document.pdf'. A 'Clear' button is highlighted with a red box and the number 1.
- Question 3 to Section 1:** A dropdown menu with 'Yes' selected. A 'Save' button is highlighted with a red box and the number 2.
- Question 4 to Section 1:** A dropdown menu with 'Value 2' selected. A 'Save' button is highlighted with a red box and the number 2.

Section 2 contains one question:

- Question 1 to Section 2:** A text input field containing 'response 2'. A 'Submit to ESA' button is highlighted with a red box and the number 3.

Modifying a reply of an ESA Interact (2/2)



- Once the new version of the response is submitted, you can access the **Changelog** (1) functionality and see the different versions
- The item marked as **Current response** is the most recent version. Previous versions are shown below it
- Click on the different items (2) to see each version of the responses submitted

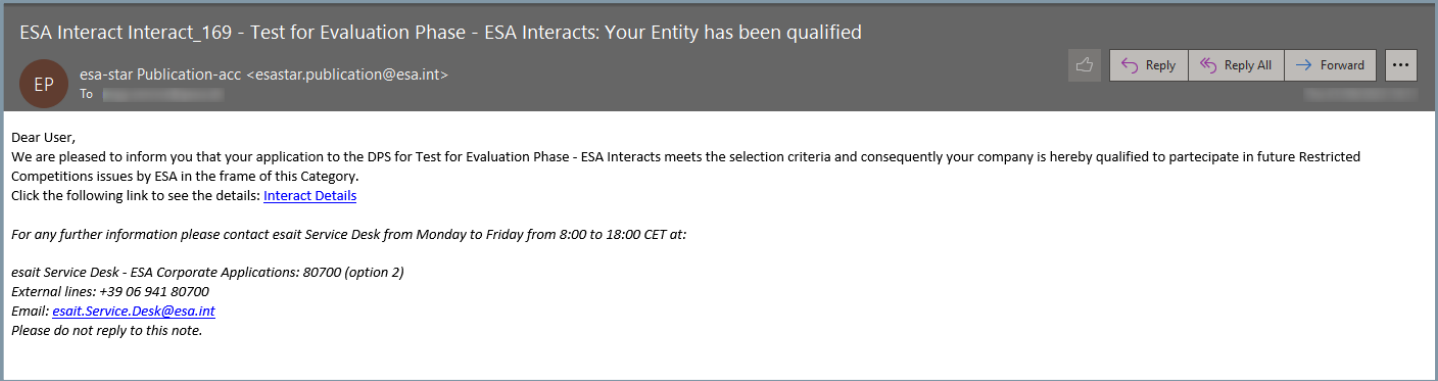
The screenshot displays the 'My Responses' section of the ESA Interact interface. It shows a list of responses for an 'Invitation to participate' and 'DPS Specifications'. A dropdown menu is open, showing the 'Current response' and 'Previous response' options. Red callouts and arrows highlight the changelog functionality and the response items.

- Callout 1: Points to the changelog icon (clock with arrow) in the top right corner of the response card.
- Callout 2: Points to the response item 'EMA_FMaggio - Current response' in the dropdown menu.
- Callout 2: Points to the 'Current response' label in the dropdown menu.
- Callout 2: Points to the 'Previous response' label in the dropdown menu.

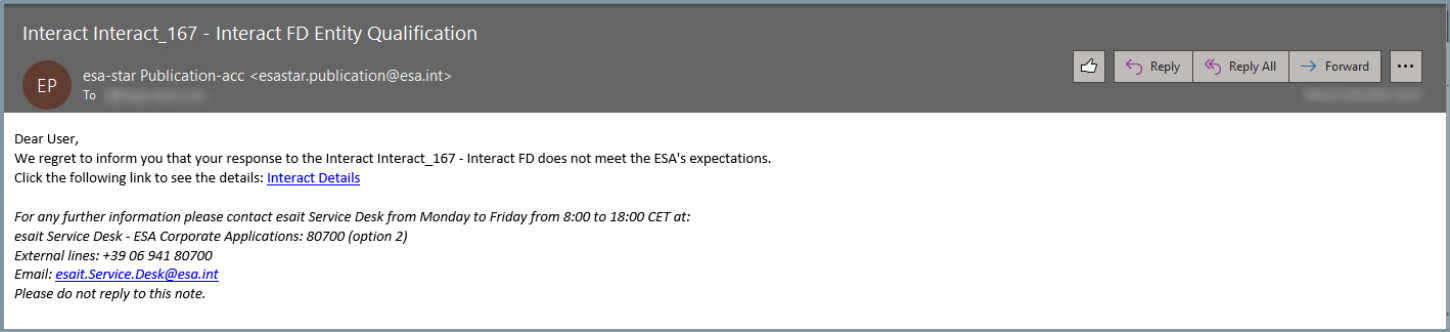
Qualification/Non Qualification Notification



- In case your entity has been qualified for the interact, you will receive a notification email in your inbox:



- If your entity does not meet ESA’s expectations for the interact, you will also be notified via email like in the following example:



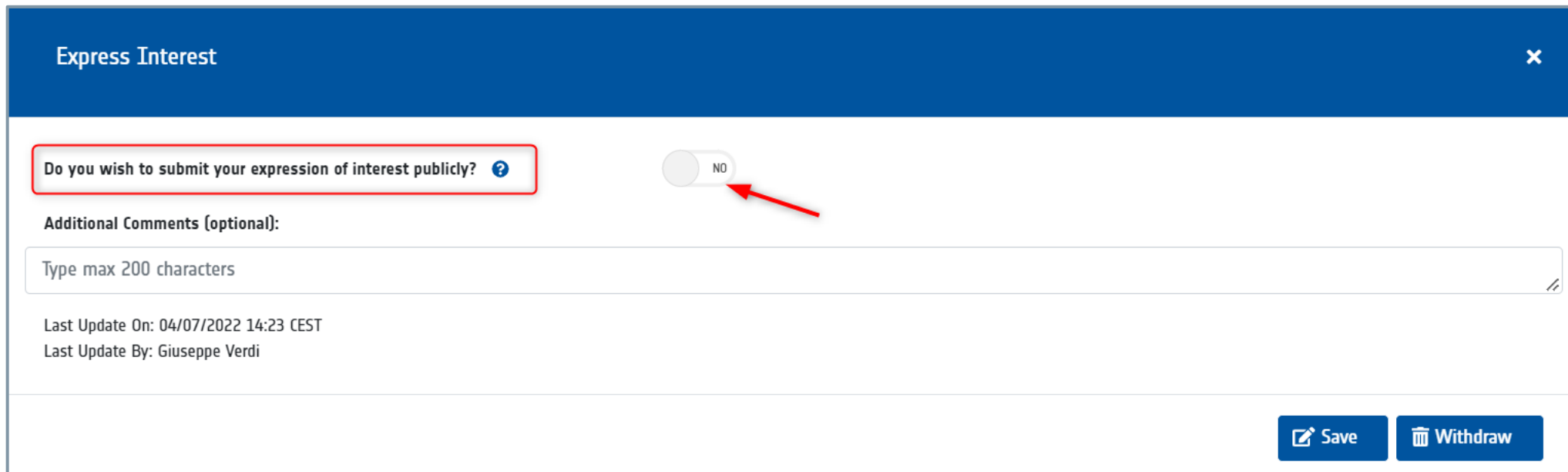
Expression of Interest for ESA Interacts

- When ESA publishes an Interact, users with a Bid Manager, Contract Manager, EIA or BUIA role in esa-star Registration can express their interest (once per entity) via a specific feature (except for the Pre-Qualification for DPS at ESA for CCM Interact type)
- When you access the Interact main page in esa-star Publication, you will see the **Express Interest** button at the bottom of the page

The screenshot shows the main page of an ESA Interact titled "Information for a new Satellites' Supplier" (Interact_85). The page includes a header with a back arrow and a star icon. Below the header, there are three columns of metadata: "Publication Date" (04/07/2022), "Reply Deadline" (30/07/2022 18:00:00 CEST), and "Last Update On" (04/07/2022 17:36:24 CEST). The main content area contains a paragraph of Lorem Ipsum text. Below the text, there are two tabs: "Attachments" and "Entities Questions & Answers". Under "Attachments", there is a file named "ESA document for ESA Interact.pdf" with a download icon. A "Downloads" button is located to the right of the attachments. Below the attachments, there is a "My Questions" section with a "Question" field. At the bottom of the page, there are two buttons: "Other Interested Entities" and "Express Interest". A red arrow points from the "Express Interest" button to a zoomed-in view of the button, which is shown in a blue box with a white background. The zoomed-in view also shows the "Progress Telerik" logo and social media icons (YouTube, Twitter, Facebook, Instagram) at the bottom of the page.

Expression of Interest for Interacts: Visibility

- When you click on **Express Interest**, a pop-up will appear where you define the visibility
- The visibility of an Expression of Interest (Eoi) can be restricted to ESA only or extended to ESA and other registered users of potential bidders. This can be defined by selecting respectively **NO** or **YES** next to the question, '**Do you wish to submit your expression of interest publicly?**'



Express Interest

Do you wish to submit your expression of interest publicly? ?

Additional Comments (optional):

Type max 200 characters

Last Update On: 04/07/2022 14:23 CEST
Last Update By: Giuseppe Verdi

Save Withdraw

Expression of Interest for Interacts: Description

- You can add a brief description of your activities for the specific Interact you are applying for
- Type the description in the relevant box

Express Interest ✕

Do you wish to submit your expression of interest publicly? ? NO

Additional Comments (optional):

Type max 200 characters

Last Update On: 04/07/2022 14:23 CEST
Last Update By: Giuseppe Verdi

Expression of Interest for Interacts: Access

- Once the Eol is saved, it is immediately visible in the portal, either publicly or only to you and ESA depending on the submission option you selected
- You can access your entity's submitted Eol by clicking again on the **Express Interest** button
- You can also see who in your organisation submitted or updated your Eol, along with the date and time

Express Interest ×

Do you wish to submit your expression of interest publicly? ? NO

Additional Comments (optional):

Type max 200 characters

Last Update On: 04/07/2022 14:23 CEST
Last Update By: Giuseppe Verdi

[Save](#) [Withdraw](#)

Expression of Interest for Interacts: Update and Withdraw

- Once the Eol is saved, you can:
 - Update its visibility (public or ESA only)
 - **Withdraw** it by clicking on the relevant button

Express Interest ✕

Do you wish to submit your expression of interest publicly? ? NO

Additional Comments (optional):

Type max 200 characters

Last Update On: 04/07/2022 14:23 CEST
Last Update By: Giuseppe Verdi

Other Interested Entities for Interacts (1/3)

- When you click on **Other Interested Entities**, the list of submitted Eols for a specific Interact appears, depending on the visibility set for each one
- The list of Other Interested Entities shows the details of each entity that has submitted an Eol, including the Entity Contact Point
- Hover over the Entity Contact Point icon to see the contact details

Business Unit Code	Legal Entity Name	BU Name	Additional Comments	Entity Type	SME Status	Address	Entity Contact Point
1000000523	8000008141	UNIV POLITECNICA DELLE MARCHE	Description	Research organization	No	Piazza Roma, 22 - 22 60121 - ANCONA IT-Italy	

Mr Mark Black
✉ DeltaUAT1@esa.int
☎ +39-434234

Other Interested Entities for Interacts (2/3)

- If you hover over the  icon, information on the entity's competences will appear

The screenshot shows a web interface for 'Other Interested Entities'. At the top, a blue header contains the title and a close button. Below is a table with columns: Entity Code, Business Unit Code, Legal Entity Name, BU Name, Additional Comments, Entity Type, SME Status, Address, and Entity Contact Point. One row is visible with a red box around the Interacts icon in the Entity Contact Point column. A red arrow points from this icon to a larger, detailed view of the entity's competences.

The detailed view, titled 'esa-star Rel 3.0 - Entity 1', is divided into two main sections:

- Generic Product Tree(GPT):** A tree structure showing categories like 4 - Ground Segment, 4-A - Mission Operations, 4-A-4 - Other, 4-B - Ground Station, 4-B-1 - Antennas, and 4-B-1-a - Structure & Thermal, Servo / Mechanics, Reflectors, feeds and dipolexers, Antenna Control I.
- Technology Domains:** A list of technology areas including:
 - 5 - Space System Control
 - 5-B - Control Systems Innovative Technologies
 - 5-B-I - GNC Technologies for Entry, Descent and Landing
 - 5-B-II - GNC Technologies for Cruise, Rendezvous and Docking or Capture
 - 5-B-III - High Accuracy Pointing Technologies
 - 5-B-IV - Competitive AODS Technologies
 - 5-C - Control Techniques and Tools
 - 5-C-I - Modelling Techniques
 - 5-C-II - Advanced Control, Estimation & Optimisation
 - 5-C-III - Multidisciplinary Optimisation
 - 21 - Thermal
 - 21-A - Heat Transport Technology
 - 21-A-I - Heat Pipes
 - 21-A-II - Capillary-Driven Loops
 - 21-A-III - Mechanically-Pumped Two-Phase Loops

A large red curved arrow points from the detailed view back to the table, indicating the flow of information.

Other Interested Entities for Interacts (3/3)

- If you click on the name of the entity, you will be redirected to its profile in esa-match

Other Interested Entities

Entity Code	Business Unit Code	Legal Entity Name	BU Na
1000000523	8000008141	UNIV POLITECNICA DELLE MARCHE	

The screenshot shows the profile page for 'UNIV POLITECNICA DELLE MARCHE' on the esa-match platform. The page includes a header with navigation links, a search bar, and a main content area with several sections: Entity Information, Competences & Capabilities, Experience, Business Units, and Certifications, Labels & Patents. A red arrow points from the table in the left panel to the entity name in the profile, and another red arrow points from the bottom of the profile to the bottom of the slide.