



## **CORRIGENDUM TO THE ANNUAL CALL: ARRANGEMENTS FOR THE SUBMISSION OF PROPOSALS**

### **-In Track Changes-**

#### **12. ARRANGEMENTS FOR THE SUBMISSION OF PROPOSALS**

12.1 The **closing date** is **20 June 2008**.

12.2 In the interest of a harmonized presentation of applications and their objective evaluation, the **attached application form is to be used** for the submission of applications. Proposals in their paper version **must be signed** by the applicant or his duly authorized representative and be perfectly **legible** so that there can be no doubt as to words and figures.

12.3 Each proposal must be:

1. Sent in electronic form (only part A) using the TENCtec electronic submission (eSub) tool; and
2. Sent in paper form with the same submission reference number as the electronic version (mentioned in 12.3.1). The paper version must contain the complete proposal as described in point 12.6 (application form part A, part B, its annexes and any other related document).

In addition, the paper submission must contain an electronic disc with the complete proposal in electronic format (PDF, GIS or formats readable by MS Office programs) (see point 12.6). In case of differences between the application submitted by paper and the application submitted by electronic form, the paper version will prevail. However, it is the sole responsibility of the applicant to ensure that the signed original of the complete proposal, its copy on paper and on the disk are identical.

3. Each version may be submitted in the Member State's language but a working version in English should be transmitted in parallel respecting the deadline mentioned in 12.1. At the duly justified request of the Member State, the European Commission will sponsor each translation up to an amount of 2500 €

(two thousand five hundred Euros). For more details see attached guidance note on the working linguistic version.

12.4 The complete proposals shall be:

**a) either sent by registered mail or by private courier (1 paper copy signed in original, 1 further paper copy and 1 copy on electronic disk)**

The proposal must be sent by registered mail or by private courier, dispatched not later than **20 June 2008** (the postmark or the receipt issued by the courier service serving as proof of the dispatch) to the following address:

By registered mail:  
European Commission  
Directorate-General for Energy and Transport (0/100 –Archives)  
Rue de Mot, 28  
B-1049 Brussels  
Belgium

By private courier:  
European Commission  
Directorate-General for Energy and Transport (DM 28 – 0/100)  
Avenue du Bourget, 1  
B-1140 Brussels (Evere)  
Belgium

**b) or delivered by hand (1 paper copy signed in original, 1 further paper copy and 1 copy on electronic disk)**

Proposals must be delivered by hand to the Central Mail of the European Commission by 20 June 2008 **not later than 4 p.m.** (Brussels time), at the following address:

European Commission  
Directorate-General Energy and Transport (DM 28 - 0/100)  
Avenue du Bourget, 1  
B-1140 Brussels (Evere)  
Belgium

In this case, a receipt must be obtained as proof of submission, signed and dated (with the hour, if necessary) by the official in the Commission's central mail department who took delivery. The department is open from 8.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

**c) in addition to a) or b) in electronic form via the internet (application form part A only) using the TENtec eSub tool.** The email address is embedded in the tool (see **TENtec eSub guidance note**)

As soon as the electronic submission tool TENtec eSub is available, proposals (only application form part A) must be sent electronically using this tool before the deadline indicated for the submission of the paper mail. Applicants are invited

to consult regularly DG TREN website in order to complete the electronic form through TENtec eSub tool that will be available around the 16<sup>th</sup> of May.

Date and time of the electronic submission are generated automatically by the tool and imbedded in the submission. In order to prove authenticity a reference code is automatically generated and also imbedded in the electronic submission.

Date and time (if any specified) for the electronic submission is identical to the ones given for the hand delivery (see point 12.4.b). All electronic submissions bearing a later submission date (and time) will not be accepted.

At the time of submission the tool prints out the final version of the application form part A, stamping each page of the printout with the reference code. This printout is then to be signed on the place(s) foreseen and consequently used as an integral part of the paper copy signed in original, which must be sent in parallel.

In the current version of the electronic submission tool, the application is not automatically submitted, but should be attached to a normal e-mail and submitted to the following e-mail address:

[TREN-B2-2008-ANNUALPROGRAM@ec.europa.eu](mailto:TREN-B2-2008-ANNUALPROGRAM@ec.europa.eu)

Please note that the date and time of this submitted normal e-mail is used with regards to the deadline (hand delivery).

**Important Note:** It is the sole responsibility of the applicant to ensure that the signed original of the application form part A, its copies on paper and on the disk and sent via TENtec eSub are identical.

**Applications not respecting the closing date will not be evaluated.**

It is the responsibility of the applicant to ensure that proposals are sent to the address set out in the call for proposals, and that they are sent within a time enabling them to arrive before the deadline. The Commission cannot be held responsible for consignments which are not addressed correctly or for proposals sent in several parts which are not clearly marked so as to enable them to be put together. If necessary, applicants must be able to present proof of postage.

12.5 Each proposal must be placed inside two sealed envelopes, one inside the other. The inner envelope must bear the words:

<p><b>Call for proposals</b> <b>TREN/B2 – Call trans-European transport network –</b> <b>Annual work programme 2008</b> <b>- Not to be opened by the Postal Service or the Internal Mail Department -</b></p>
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**DM 28, 0/100 courrier /archives**

**If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.**

**Applications which fail to comply, in particular, with the formal requirements set out under points 12.1 to 12.5 may not be evaluated further.**

- 12.6 With regard to the format of the proposals, two paper copies of the complete proposal, one signed original and one additional copy, should be sent. A complete proposal consists of the printout of application form part A, as it is generated by the TENtec eSub tool at the time of the electronic submission, form part B and all its annexes and other related document. In addition, the paper submission should contain a CD-ROM or DVD-R disk (non-rewritable!) containing the complete proposal in electronic format (PDF, GIS or formats readable by MS Office programs).

**Important Note:** It is the sole responsibility of the applicant to ensure that the signed original of the complete proposal, its copy on paper and on the disk are identical. In the unlikely case that the signed original of the application is different from its electronic copy on the disk, the version of the paper copy signed in original prevails.

In parallel, applicants are requested to send the electronic application form part A using the TENtec eSub tool. (See point 12.4.c and TENtec eSub guidance note).

- 12.7 The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, in particular in the case of obvious clerical errors. The authorising officer shall keep appropriate records of contacts with applicants during the procedure.<sup>1</sup>
- 12.8 Applicants are invited to consult the website of Directorate Energy and Transport regularly until the deadline for submission.
- 12.9 Secretariat for Information and Assistance:  
**Applications should not and may not be delivered to this address.** This address is reserved for information and assistance by the TEN-T help desk. It is available for any questions related to this call.  
Telephone: +32 2 29 73956, Fax: +32 2 29 56504  
E-mail: ten-t-helpdesk-call-annual2008@ec.europa.eu  
Website: [http://ec.europa.eu/dgs/energy\\_transport/grants/proposal\\_en.htm](http://ec.europa.eu/dgs/energy_transport/grants/proposal_en.htm)
- 12.10 **Financial or administrative penalties**, or both, may be imposed on applicants
- who are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the call or fail to supply this information or

<sup>1</sup> See Art. 178 (2) Regulation 2342/2002.

- who have been declared to be in serious breach of their obligations under decisions covered by the budget.<sup>2</sup>

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<sup>2</sup> See Art. 114 (4), 96 (1) and 94 point b) Financial Regulation 1605/2002