



CEF TELECOM 2014 CALLS FOR PROPOSALS

Guide for Applicants

1. Introduction	3
2. Funding under the CEF Telecom 2014 Work Programme	3
3. Evaluation and Selection Process	4
3.1. ASSESSMENT OF COMPLIANCE WITH FORMAL REQUIREMENTS, ELIGIBILITY, SELECTION CRITERIA, AND EU LAW	4
3.2. EXTERNAL EVALUATION	5
3.3. FINAL SELECTION PROCESS	6
3.4. APPROVAL BY MEMBER STATES AND INFORMATION TO THE EUROPEAN PARLIAMENT	6
3.5. PREPARATION AND SIGNATURE OF GRANT AGREEMENTS	6
4. Preparing an Application	7
4.1. PART A	8
4.2. PART B: ADMINISTRATIVE INFORMATION ON APPLICANTS	14
4.2.1. LEGAL ENTITY FORM (LEF)	14
4.2.2. GROUNDS FOR EXCLUSION	14
4.2.3. REQUIREMENTS ON FINANCIAL AND OPERATIONAL CAPACITY	14
4.3. PART C: COMPLIANCE WITH EU POLICY AND LAW	16
4.4. PART D: TECHNICAL AND FINANCIAL INFORMATION	16
5. Procedure for Submission of Proposals	19
5.1. DEADLINE FOR SUBMISSION	19
5.2. FURTHER INFORMATION OR CLARIFICATIONS	20
5.3. PROCESSING OF PERSONAL DATA	20
6. Glossary	22

1. Introduction

The purpose of this Guide for Applicants is to provide guidance to those wishing to apply for financial support from the Connecting Europe Facility (CEF) programme under the eID call for proposals in the field of the trans-European Telecommunications sector announced in the Official Journal in December 2014.

The main legal documents referred to in this guide are the following:

- Regulation (EU) No 1316/2013 of European Parliament and of the Council of 11 December 2013 (hereinafter the 'CEF Regulation')
- Regulation (EU) No 283/2014 of the European Parliament and of the Council of 11 March 2014 on guidelines for trans-European networks in the area of telecommunications infrastructure (hereinafter the 'CEF Telecom Regulation')
- Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2013 (hereinafter the 'Financial Regulation')
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 (hereinafter the 'Rules of Application')
- Commission Implementing Decision C(2014) 2069 of 31 March 2014 as amended by Decision C(2014) 9588 of 18 December 2014 (hereinafter 'the Work Programme 2014')
- Call for proposals as published on the programme website, detailing which actions are open under a given call and the deadline for proposal submission (hereinafter the '2014 call text').
- Commission Decision C(2015)761 of 16 February 2015 authorising the use of lump sums for projects of common interest in the fields of electronic identification and authentication (eID and eSignature) building blocks Digital Services Infrastructures, under the Connecting Europe Facility Programme – Telecommunications sector

Other documents referred to in this guide are:

- Model text for an individual grant agreement - including its annexes which specifies the terms and conditions to which you or your consortium will be expected to agree if your proposal is selected for funding
- TENtec eSubmission User Manual.

All above documents are available on the Call's webpage on the Innovation and Networks Executive Agency (INEA) website:

http://inea.ec.europa.eu/en/cef/cef_telecom/apply_for_funding/cef_telecom_call_for_proposals_2014.htm

This Guide is for information purposes only. It has no legal value and it does not supersede the rules and conditions laid out in the relevant above-mentioned legal bases.

2. Funding under the CEF Telecom 2014 Work Programme

Three calls for proposals, with a fixed deadline, were foreseen for 2014.

1. **Safer Internet (CEF-TC-2014-1)** made €9.7 million available to finance projects of common interest in the telecommunications sector, namely for safer internet generic services. This Call closed 27 August 2014. Guidance to applicants under that Call was provided in a separate guide for applicants.

2. **EUROPEANA (CEF-TC-2014-2)** made €8.9 million available to finance projects of common interest in the telecommunications sector, namely for access to digital resources of European heritage ('EUROPEANA') core service platform. This Call closed 23 September 2014). This call and the proposals selected for funding was/are not managed by INEA. Guidance to applicants under that Call was also provided in a separate guide for applicants.

3. **Electronic Identification and authentication (eID) (CEF-TC-2014-3)**, launched on 17 March 2015, makes €8.7 million available to finance projects of common interest in the telecommunications sector, namely for eIdentification and eSignature services. The deadline for proposal submission is 2 June 2015.

This guide for applicants is specifically for the 2014 eID Call.

More information on these Calls is available in the Work Programme 2014 on the Calls webpage:

http://inea.ec.europa.eu/en/cef/cef_telecom/apply_for_funding/cef_telecom_call_for_proposals_2014.htm

3. Evaluation and Selection Process

The evaluation and selection of proposals submitted under the CEF Telecom is carried out by the Commission, with the assistance of INEA and the support of independent technical experts, whose role is to ensure that only the most high-quality proposals, which best meet the award criteria as described in the relevant work programme and call text, are selected for funding.

The evaluation process is based on two key principles:

1. Equal treatment: all proposals are evaluated in the same manner against the same criteria

2. Transparency: adequate feedback is provided to applicants on the outcome of the evaluation of their proposals.

Proposals which meet the formal requirements, as well as the eligibility and selection criteria specified in the work programme and call text are evaluated on the basis of the award criteria defined in the relevant work programme and call texts. These award criteria relate to *relevance, quality and efficiency of the implementation, impact and sustainability*.

3.1. Assessment of compliance with formal requirements, eligibility, selection criteria, and EU law

As a first step for all proposals submitted in response to a CEF call for proposals, the compliance with the formal requirements set by the call text are verified, such as whether proposals were submitted before the call deadline and are complete. An applicant is informed by email that its proposal was successfully submitted. Please note however that this acknowledgment of receipt does not imply that the proposal is admissible.

Next, each proposal is assessed against the eligibility criteria as set by the call text. Any proposals which do not meet these criteria are rejected, and applicants are informed of the reason. In the absence of such a notification applicants may assume their proposal has successfully passed the assessment against the eligibility criteria.

The compliance of the proposal with the selection criteria and the relevant EU law is also verified during this stage. In case any further clarifications are needed, applicants may be contacted throughout the evaluation process. Any concerns about the compliance of the proposal with the relevant EU legislation will be taken into account during the final selection process and may also be addressed in the individual grant agreement.

3.2. External Evaluation

Proposals which meet the formal requirements and the eligibility criteria are then assessed by technical experts against the award criteria. The proposals will be evaluated on the basis of the three criteria *relevance, quality and efficiency of the implementation and impact and sustainability* as described in Annex 2 of the 2014 Work Programme.

Technical experts are independent external experts, selected on the basis of their ability to perform the tasks assigned to them, taking into account the thematic requirements of the call or project, and with consideration of geographical and gender balance. The experts perform assessments in their personal capacity and not as representatives of their employer, their country or any other entity. They sign a contract with INEA as well as declarations on confidentiality and absence of conflict of interest declarations. Experts are required to adhere to confidentiality rules at all times before, during and after the evaluation.

As a first step, each application form is assessed independently against the applicable award criteria by a minimum of three experts, each of which completes an Individual Assessment Report. Each expert assigns a score per criterion, up to the maximum points available for that particular criterion.

Experts are also required to provide comments to justify each score given. These comments must be consistent with scores awarded and serve as input to the consensus discussions and consensus reports as explained below. Experts may also make recommendations regarding the amount of funding and/or the duration of a proposed Action.

As a second step, a consensus meeting is held with all of the experts assigned to a proposal, once they have completed their Individual Assessment Reports. During this meeting, a consensus report is agreed and signed for each proposal, providing a score for each criterion and the justifying comments. Consensus meetings are moderated by Agency staff.

The minimum threshold for each criterion is 60% of the maximum points for that particular criterion. In other words, any proposal which does not obtain at least the minimum number of points for each criterion will not be recommended for funding.

In addition to the technical experts evaluating proposals, an independent expert may be appointed as an observer. The observer's role is to give advice to the Commission and/or the Agency on the conduct and fairness of the evaluation process, on ways in which the expert evaluators apply the evaluation criteria, and any other recommendations for improving the future evaluation procedures as a whole. The appointed observer however is not allowed to influence the assessment of experts or consensus discussions on specific proposals.

3.3. Final Selection Process

A Selection Committee composed of representatives from the Commission's Directorate General for Communications Networks, Content and Technology (DG CNECT) assisted by INEA (and including representatives of other Directorates-General, if appropriate) will assess the outcome of the external evaluation and will draw the list of proposals recommended for funding and the list of those not to be funded.

Proposals that achieve a score greater than or equal to the threshold will be ranked within the objective. This ranking will determine the order of priority for funding. Following evaluation of award criteria, the Commission will draft a Selection Decision (e.g. Implementation Plan), taking into account the scores and ranking of the proposals, the programme priorities and the available budget. This will include proposals to be invited for preparation of respective grant agreements, a reserve list of proposals to be prepared should budget become available (if appropriate), and a list of proposals that are to be rejected either for lack of budget or lack of quality (failure to meet one or more of the award criteria thresholds).

For each proposal, a recommendation for the level of funding and the duration of the proposed Action is given, as well as any other recommendations considered appropriate.

3.4. Approval by Member States and information to the European Parliament

Before adoption by the Commission, the Selection Decision (e.g. Implementation Plan) must receive a positive opinion by Member State representatives in the CEF Coordination Committee. The European Parliament is informed about the proposed list.

Applicants/coordinating applicants of all the submitted proposals are informed in writing about the outcome of the evaluation for their proposal.

3.5. Preparation and signature of grant agreements

Each applicant whose proposal is selected for funding will then be invited to finalise and sign a grant agreement with INEA.

The basic model grant agreement is not negotiable. Applicants are requested to carefully read this document and its annexes, especially the General Conditions, before agreeing to submit a proposal.

The model grant agreement will be available on the Call webpage:

http://inea.ec.europa.eu/en/cef/cef_telecom/apply_for_funding/2014-cef-telecom-call---eid.htm

Grant agreement preparations will cover technical, legal or financial as well as other relevant aspects of the proposal, based on the results of the evaluation.

Upon finalisation with the Agency, the grant agreement will be sent to the coordinator (for multi-beneficiary grants) or the beneficiary (for mono-beneficiary grants) for signature.

For multi-beneficiary Actions, applicants must designate one of the applicants to carry out the coordination function. The coordinator will be the contact point for INEA and will have, *inter alia*, the responsibility for receiving the payment(s) from the Agency and distributing the funds to the other beneficiaries, as well as coordinating the reporting exercise(s), including the submission of request(s) for payment.

It is **strongly recommended** that beneficiaries sign an internal cooperation agreement regarding their operation and coordination, including all internal aspects related to the management of the beneficiaries and the implementation of the action.

4. Preparing an Application

Proposals submitted under the CEF Telecom calls for proposals must describe planned activities, including information on who will carry them out, their deliverables and related milestones, the cost, and why they should be supported financially by the EU.

An application is submitted for an Action, defined as any set of activities which has been identified as financially and technically independent, has a set timeframe, and is necessary for the implementation of a project of common interest and which may be granted financial assistance following a call for proposals and evaluation process (See Glossary).

Applicants wishing to apply for funding under CEF Telecom calls must complete and submit the application forms provided on the INEA website, together with the supporting documents requested in the application forms (i.e. the annexes).

In submitting a proposal, applicants are required to use the application form on the Call webpage:

http://inea.ec.europa.eu/en/cef/cef_telecom/apply_for_funding/2014-cef-telecom-call---eid.htm

The application form is composed of four parts (including their respective annexes) as follows.

1. **Part A** identifies the main characteristics of the proposal (e.g. summary of the proposed Action and description of its activities, contact details and characteristics of the applicants, as well as information related to the funding requested etc.)
2. **Part B** provides administrative information about the applicants, their designated affiliated entities and/or implementing bodies and their financial capacity
3. **Part C** provides information on the compliance of the proposed Action with EU law and other sources of EU funding
4. **Part D** provides technical and financial information on the proposed Action submitted for funding

In order to submit application, Part A must be *encoded* in TENtec using the eSubmission module.

All other parts of the application (Parts B, C and D, including their annexes) and relevant supporting documents must be *uploaded* in TENtec using the eSubmission module.

The TENtec eSubmission module is part of the TENtec Information System whose overall objective is to create a central database and portal that enables the electronic submission of proposals under the CEF Calls. For further guidance on the eSubmission module, please refer to the manual that will be available here:

http://inea.ec.europa.eu/en/cef/cef_telecom/apply_for_funding/2014-cef-telecom-call---eid.htm

All information relevant for the evaluation of the proposal must be included within the application.

Supporting documents

To start, please first upload the additional documents and then choose a corresponding document name from the dropdown list. Then, upload any other supporting documents not included in the list and clearly identify each document in its file name.

Contributors Panel

The eSubmission module provides the possibility to give access to the application to additional users, either in read-only mode or with rights to edit the application. It is recommended that the actual applicant (or coordinating applicant in case of a multi-applicant proposal that will also finalise and submit the application), creates the application in the first place and adds the contributors subsequently, as appropriate.

4.1. Part A

Application Form Part A must be created and submitted using the TENtec eSubmission module. The link to the module can be found on the Call webpage.

Please refer to the TENtec eSubmission User Manual for the technical aspects of using the eSubmission module. The manual is available on each Call webpage. Note that for multi-applicant proposals, Sections A2.1, A2.2, A2.3 and A2.4 must be completed, signed and stamped (if applicable) **by each applicant**.

All proposals need to submit Application Form Part A. If the applicant chooses to involve any of its affiliated entities in the implementation of the proposed Action, it must provide the relevant information in Section A2.4. This part must be filled for each entity involved in the proposal. If the applicant wishes to designate an implementing body under its responsibility, it must provide the name of the implementing body in Form A2.3. Only applicants that are Member States or international organisations may designate an implementing body.

Applicants should then print Application Form Part A using the TENtec eSubmission module. The reference number of a proposal (unique proposal code) is generated during submission and will be automatically included on each page of the printout.

At any stage of the proposal creation, the applicant can communicate with INEA using this unique identification code.

General information on the proposal (A1)

To create an application, an applicant must select a call for proposals and one of the objectives/action types as described in the eID call for proposals and in section 3.1.3.2 of the 2014 Work Programme even though the application may cover several objectives/action types.

The objectives/action types are as follows:

- i. Setting-up of Pan-European Proxy Services at national level in order to link the national eID service to the core platform. Proposals should be composed of at least one entity from one Member State.

- ii. Operation of Pan-European Proxy Services at national level in order to guarantee the availability of the service for the first years of operation. Proposals should be composed of at least one entity from one Member State.
- iii. Integration in an existing online platform (e.g. ERASMUS registration of students) of this eID DSI in order to enable citizens from any Member State to use its national eID to access a public service. Proposals should be composed of at least ten entities from one Member State.

If the proposal addresses more than one of these objectives/action types, please select any one of the objectives/action types to which the proposal relates.

In the description of the proposed Action, please explicitly refer to **all** of the objectives/action types addressed by the proposal.

Please enter the title, start and end date of the proposed Action, and a concise description of the proposed Action. Note that the summary of the proposed Action (addressing the scope and objectives of the specific Action proposed) will also be used in subsequent reporting on the results of the call, as well as for the grant agreement, if the proposal is selected for funding. The description of the proposed Action should clearly explain to which objective(s)/action type(s) it relates. Proposals may cover one, two, or three objectives/action types (i.e. i, ii, and/or iii) as described in the Call for Proposals and the Work Programme 2014.

Do NOT use continuous capital letters or abbreviations when choosing the proposal title.

Applicant(s) (A2.1)

In this section the applicant must provide its official legal name, general administrative data and its legal status among the following options:

1. Member State/EEA State
2. Neighbouring country/Third country
3. Public sector undertaking or body established in the EU/EEA
4. Private undertaking or body established in the EU/EEA
5. Public sector undertaking or body established outside the EU/EEA
6. Private sector undertaking or body established outside the EU/EEA
7. International organisation
8. European Economic Interest Grouping (EEIG)
9. Joint undertaking

Note that for multi-applicant proposals, section A2.1 will appear as many times as there are applicants and must be completed for each applicant.

In addition, applicants that fall within one of the categories 3, 4, 5, 6, 8 or 9 must specify whether they have the legal personality in accordance with the applicable national legislation. In the absence of legal personality, the applicants concerned are requested to provide their statutes (or the relevant abstract) demonstrating that their representative has the capacity to undertake legal obligations on their behalf.

Person in charge/Contact point (A2.2)

In this section the applicant must provide the contact details of the person in charge of the proposal and the representative authorised to sign the application. This person will be the first point of contact for the Commission/INEA if necessary during or after the evaluation process.

For multi-applicant proposals, Section A2.2 will appear as many times as there are applicants and must be completed, signed and stamped for each applicant.

The signed and stamped version of Section(s) A2.2 must be scanned and uploaded into TENtec. The original(s) must be stored by the applicant so that they could be sent upon request at any time.

Please note that if this part of the application form is not signed by the applicant the proposal will be considered not compliant with the formal requirements specified in the call text and will not be evaluated. In the case of a multi-applicant proposal, the applicant concerned may be excluded from the proposal.

Designation of an Implementing body, agreement of the EU Member State approving the proposal and participation of third countries/neighbouring countries or entities established therein (A2.3)

Designation of an Implementing Body

This section applies only to applicants that are EU Member States and international organisations. All other applicants are not entitled to designate an implementing body. In the eSubmission module this section will automatically appear as the "Implementing Bodies" tab in the applicant information section only if one of these categories has been selected in Section A2.1.

Should the applicant concerned wish to designate an entity as implementing body to be involved in the implementation of the proposed Action, it must provide the official legal name of the entity and general administrative data to allow its identification without ambiguity (for the definition, see Section 6 of this Guide).

If there is more than one implementing body, the same type of information must be introduced for each entity.

Agreement of the EU Member State/EEA state approving the proposal

This section applies to all applicants (except for EU Member States/EEA states) that need the approval of the Member State/EEA state concerned by the proposed Action. It will automatically appear as the "Approval Ministry" tab in the applicant information section if one of the following categories is selected in Section A2.1:

2. Neighbouring/third country
3. Public sector undertaking or body established in the EU/EEA
4. Private undertaking or body established in the EU/EEA
5. Public sector undertaking or body established outside the EU/EEA
6. Private sector undertaking or body established outside the EU/EEA
7. International organisation
8. European Economic Interest Grouping (EEIG)
9. Joint undertaking

"Member States/EEA state concerned" are considered to be all Member States/EEA state on the territory of which the proposed Action will be implemented.

Details of the Ministry and its representative that supports the application must be provided in this form.

Note that for multi-applicant proposals, Section A2.3 must be completed, signed and stamped for each applicant (even if there is more than one applicant from the same country). The scan must be uploaded into TENtec and the original(s) must be stored by the applicant so that they could be sent upon request at any time.

For a proposal submitted by international organisations or European Economic Interest Groupings (EEIG), only one Member State is sufficient to validate the participation in the proposal of this organisation/entity.

IMPORTANT

Proposals submitted by or including third countries or entities established in a third country as applicants must provide proof of support of the Member State/EEA state (in Section A2.3) and, for public or private entities established in a third country, a proof of support of a third country concerned by the proposed Action (in Annex B-III and B-IV of Application Form Part B) in accordance with Article 9(4) of the CEF Regulation (see summary table below).

Applicant category	Section(s) to be completed
Third country	Section on the approval of the ministry in the EU Member State/EEA state concerned (Section A2.3)
Entity established in a third country	Section on the approval of the ministry in the EU Member State/EEA state concerned (Section A2.3) AND Section on the approval of the ministry in the neighbouring / third country concerned (Annex B-III and B-IV of Application Form Part B)

Affiliated entities (A2.4)

This section should be completed if any of the applicant(s) wish to designate one or more affiliated entit(ies) to be involved in the implementation of the proposed Action.

An affiliated entity is any legal entity that is under the direct or indirect control of an applicant, or under the same direct or indirect control as the applicant control taking any of the following forms:

- (a) The direct or indirect holding of more than 50% of the nominal value of the issued share capital in the legal entity concerned, or of a majority of the voting rights of the shareholders or associates of that entity
- (b) The direct or indirect holding, in fact or in law, of decision-making powers in the legal entity concerned

Applicants must complete the information about their affiliated entities. If there is more than one affiliated entity per applicant, the same type of information must be introduced for each entity.

Any designated affiliated entities must comply with the eligibility and selection criteria defined in the work programme and the call for proposals. In this respect, designated affiliated entities are requested to complete and sign the declaration of honour in Annex B-II to Part B to the application form (see also section 4.2).

Coordinating applicant (A2.5)

This section needs to be filled in only if there is more than one applicant in a proposal. Applicants of multi-applicant proposals must designate a coordinating applicant. The coordinating applicant leads and represents all of the applicants and acts as the point of contact with the Commission or INEA during the application phase.

In the eSubmission module, all applicants in the proposal will be automatically listed in this form. Please select from the drop down menu the entity that will act as a

coordinating applicant. The person indicated to be the person in charge at this entity will automatically be considered the contact point of the application. The person indicated will be the first point of contact if necessary during or after the evaluation process.

For these proposals, a coordinating applicant must be designated in section A2.5. Unless specified otherwise by the applicant, it is assumed that the coordinating applicant automatically becomes the Action's coordinator if the proposal is selected for funding. The coordinator will perform the tasks as described in the model grant agreement.

Activities and Milestones (A3.1)

Activities of the proposed Action: Enter the activity number, name, applicants involved, description, start and end date, and milestone(s) for each activity of the proposed Action. An activity is a part of the proposed Action that is distinct technically, financially or over time and which contributes to the completion of the proposed Action. It may be composed of one or more tasks.) The implementation of an activity leads to the completion of an expected result or output, and/or a set of deliverables. The description should encompass the description of the tasks to be implemented, list of deliverables, performance indicators as relevant.

Milestones of the proposed Action: Enter the milestone number, name, description, expected date and means of verification for all milestones related to the proposed Action. Milestones indicate how the activity and its associated expected result(s) are progressing. The number of milestones per activity will depend on the complexity of each activity. Each milestone should relate to at least one activity, have a start and end date, and preferably any corresponding intermediate steps, including deliverables as relevant.

Milestones must be evenly distributed over the duration of the proposed Action. In this respect, a concentration of milestones towards the end of the proposed Action must be avoided because it would give limited means for monitoring its implementation. The start-up event (i.e. the start of the implementation period of the proposed Action) and the end event (i.e. the end of the implementation period of the proposed Action) should be clearly identified. Examples of milestones include: publication of a tender, signature of contract, purchase of equipment, starting, completion of dissemination measure, key conference, etc.

For each milestone, please indicate which means will be used to verify that the milestone has been reached/completed. By definition, milestones are one-off events and therefore the means of verification should be easy, concrete and verifiable (e.g. publication of the tender notice in the appropriate media, issuing of a certificate of acceptance, signature of a contract by the last contractual party, date in an order notice to commence the tasks, etc.

Contribution of the proposed Action to the CEF Telecom policy objectives: please list the EU grants already awarded to the applicant(s) that are linked to the proposed Action. Provide the name of any action already funded under the EU budget, the amount awarded in euros and the reference number of the signed grant agreement or adopted grant Decision.

Financial information on the proposed Action (A3.2)

In the eSubmission module, applicants must provide all of the relevant budgetary and funding information related to the proposed Action under the "Costs" tab. Please indicate financial contribution to the proposed Action from all applicable sources of financing, including from state, or regional/local budgets, applicants themselves, other sources (e.g. contributions from third parties other than State or regional/local budgets) and the amount of CEF Telecom funding requested.

For multi-applicant proposals, please give the state, regional/local and applicants' respective contributions regarding the proposed Action.

All amounts must be in full euros, no decimals should be encoded. In converting to euros, applicants should use the monthly accounting rate established by the Commission (ideally the rate of the month of submission of the application or, if not published at the time of the submission, the rate from the preceding month), available here: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>. The exchange rate used when preparing the application should be specified.

Indicative breakdown of estimated eligible costs and EU contribution of the proposed action by applicant (A3.3)

In the eSubmission module, this table is also accessible under the "Costs" tab. In this part, only the financial information relevant to the proposed Action should be indicated. Depending on the selected call and the form of grant, either a table detailing the eligible costs or a table listing the lump sum contributions per applicant will be displayed by the eSubmission module.

For grants taking the form of reimbursement of eligible costs actually incurred (combined with a flat-rate funding for indirect costs):

Applicants are required to enter an estimation of the eligible costs to be incurred during the implementation of the proposed Action. The total eligible cost must match the total of funding sources for the proposed Action (Form A3.2).

For information on the eligibility of costs please refer to the relevant call text section 13.2, Article 126 of the Financial Regulation and Article 187 of its Rules of Application concerning the eligibility of costs as well as the model grant agreement available on the relevant call webpage. Further provisions may be entailed in the call text.

For grants taking the form of lump sum contribution:

Applicants are required to indicate the total lump sum per applicant and the respective total eligible cost to be incurred during the implementation of the proposed Action. As stated in the eID call text, the following lump sums are applicable:

Objective/Action type i)	€50,000 per beneficiary
Objective/Action type ii)	€50,000 per beneficiary per year
Objective/Action type iii)	€20,000 per beneficiary

Please note that if the proposal relates to more than one objectives/action types (see application form part A1), lump sums may be combined.

All amounts must be in full euros, no decimals must be encoded. In converting to euros, applicants should use the monthly accounting rate established by the Commission (ideally the rate of the month of submission of the application or, if not published at the time of the submission, the rate from the preceding month). The exchange rate is published on the following website:

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

The exchange rate used when preparing the application should be specified in section A3.2.

Contributors (A4.1)

The eSubmission module provides the possibility to give access to the application to additional users, either in read-only mode or with editing rights. It is recommended that the actual applicant (or coordinating applicant in case of a multi-applicant proposal that

will also finalise and submit the application) first creates the application and then adds the contributors subsequently, as appropriate.

Supporting documents (A4.2)

In order to submit the application, all other parts of the application (Parts B, C and D) and relevant supporting documents must be uploaded in the eSubmission module. First upload the additional documents and then choose a corresponding document name from the dropdown list. Any other supporting documents not included in the list should then be uploaded, clearly identified by their file names.

4.2. Part B: Administrative information on Applicants

Part B contains the administrative information used to demonstrate compliance with financial capacity. For multi-applicant proposals, the relevant parts of the Application Form Part B must be completed for each applicant.

4.2.1. Legal Entity Form (LEF)

All applicants (except Member States, EEA states, regions and provinces and neighbouring/third countries) – i.e. all public and private undertakings or bodies, international organisations and European Economic Interest Groupings and designated affiliated entities need to provide the Legal Entity (LEF) form. The LEF in editable form can be downloaded in all EU languages at the following website: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Several additional documents referred to in the LEF must be attached to the proposal electronically.

4.2.2. Grounds for exclusion

All applicants and their designated affiliated entities (except Member States, regions, provinces and municipalities of the EU, and neighbouring/third countries), must also complete and sign the declaration form respectively in Annex B-I and Annex B-II of the Application Form Part B, as applicable.

4.2.3. Requirements on financial and operational capacity

Applicants must select their legal status among the following categories:

1. Member State/EEA State
2. Neighbouring/third country
3. Public sector undertaking or body established in the EU/EEA
4. Private undertaking or body established in the EU/EEA
5. Public sector undertaking or body established outside the EU/EEA
6. Private sector undertaking or body established outside the EU/EEA
7. International organisation
8. European Economic Interest Grouping (EEIG)
9. Joint undertaking

Applicants which are NOT a Member State, a public sector body, an EEIG which is at least 50% owned by public bodies or a neighbouring country (i.e. applicants that qualify as private undertakings or bodies, and international organisations) must prove that they have the financial and operational capacity to carry out the proposed Action (please see Section 4 "Requirements on the Financial and Operational Capacity of the Applicant" of Form Part B).

For multi-applicant proposals, a table in the application form Part B must be completed, confirming, for each applicant that is not a Member State, a public sector body or a European Economic Interest Grouping (EEIG) which are 50% owned by public body(ies) that the documentation required to prove the financial and operational capacity is provided with this proposal. Rows may be added as required. If the documentation proving the financial and operational capacity is missing for one or several applicants, this must be explained.

Operational capacity check

For proving the operational capacity, applicants must submit appropriate documents attesting that they have the technical and operational capacity to complete the proposed Action complementing equivalent information provided in the Application Form Part D, in particular sections D2.3 and D4. These may include proof of adequate professional qualifications of the team responsible for implementing the Action, proof of recent experience in carrying out similar or related actions, or evidence of previous cooperation with European or international bodies.

Financial capacity check

Applicants that do not fall in the categories described above must complete the financial capacity check form (please see Section 4 "Requirements on the Financial and Operational Capacity of the Applicant" of Form Part B) and upload it in the eSubmission module in Excel format together with supporting documents to allow crosschecks on the reliability of the information provided.

The financial capacity check consists of a financial analysis based on a set of ratios. In order to be financially viable, an organisation must be liquid, solvent, profitable and autonomous. In other words, the organisation should be capable to cover its short-term and long-term commitments and it should be able to generate profits independently.

The form, which is available on each specific Calls webpage, must be filled in with information from the most recent completed annual accounting exercises of the organisation. The financial capacity ratios are calculated automatically and are shown in the Ratio Analysis worksheets.

In accordance with section 10.1 of the call for proposals, the following supporting documents are requested to be provided with the application:

- a) Requested grants lower than €60,000 (per applicant):
 - a declaration on the applicant's honour, replacing the financial capacity check form
- b) Requested grants equal or higher than €60,000 (per applicant):
 - the profit and loss account and the balance sheet for the last financial year for which the accounts were closed.
 - For newly created entities, the business plan may replace the above documents.
- c) Requested grants higher than €750,000 (per applicant):
 - an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

For proposals with multiple applicants, the financial capacity check form must be filled in separately by each applicant, if applicable.

4.3. Part C: Compliance with EU policy and law

Part C's purpose is to present information regarding the compliance of the proposal with the applicable EU policies and law, in particular on public procurement and accumulation of EU funding sources.

Chapter I: Compatibility with the EU law on public procurement

Please provide further information as requested in the form on public procurements planned during the implementation of the proposed Action and compliance with the EU law on public procurement.

Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (OJ L 134, 30.4.2004, p. 114) and Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors (OJ L 134, 30.4.2004, p. 1) impose the application of specific procurement procedures for the award of contracts for a value exceeding specific thresholds. The use of inappropriate procurement procedures may have as a consequence that the costs related to these procedures will be considered ineligible.

Chapter II: Other sources of EU funding

If the proposed Action or any part thereof already benefits from any other source of EU funding, provide detailed information on: EU financial programme concerned (e.g. European Regional Development Fund, Cohesion Fund, FP7/ H2020, Competitiveness and Innovation Programme), amount allocated, references of relevant grant Decisions/ grant agreements, activities supported, beneficiary(-ies), etc.

Clarify if the proposed Action has also applied for any EU financial aid other than CEF Telecom. If so, explain the status of the application and provide information on the financial programme concerned, amount requested, activities to be supported, applicant(s), etc.

4.4. Part D: Technical and financial information

Part D requests information on the proposed Action and addresses questions which provide the basis for the evaluation of the proposal. It is therefore important to answer all of the questions, since the absence of an answer is likely to result in a lower score given by the evaluators for the relevant criteria, thus reducing the chance that the proposal will be selected. If an answer to a particular question is not available/not applicable, this should be clearly explained.

Part D is composed of the following sections:

1. Relevance: Contribution of the proposed Action to the work programme
2. Quality and efficiency of the implementation
3. Impact and sustainability
4. Members of the consortium

Every section provides information which will be used for the evaluation of the proposal and the grant agreement preparation (if selected). Thus, the information provided must be complete, clear and self-explanatory. No request for further information, clarification or explanation will be made during the evaluation of the proposals. It is the applicant's responsibility to provide all elements that demonstrate how the proposal addresses the objectives and tasks under which it has been submitted, including the award criteria.

The following guidance indicates the minimum information that needs to be provided in each section of Part D so that the description of the proposed Action is complete and may be evaluated against the set criteria. Please note however the type of information described below is not exhaustive. It is the applicant's responsibility to include any further details that it deems necessary for the full appreciation of the merits and justification of the proposed Action. It is also necessary to make sure that specific reference is made to all points, including cases where no information exists or it is not applicable.

Unless stipulated otherwise in the proposal, the description of the state of play is used to reflect the situation on the date of the submission.

It is highly recommended that Application Form Part D does not exceed 30 pages, all tables included.

Section 1 - Relevance to work programme

Indicate how your proposal meets the requirements for the deployment of the Digital Service Infrastructure set forth in chapter 3 of the adopted Work Programme 2014 as amended as regards the sections on actions supported, benefits and expected outcomes as well as operation and stakeholders' involvement.

Please provide additional information on how the proposal:

- is aligned with relevant policies, strategies and activities at European and national level
- supports economic growth
- helps improve the daily life for citizens, businesses and public authorities and digital inclusion

Section 2 – Quality and efficiency of the implementation

Question 2.1 - Maturity of the proposed Action

Please provide information on:

- How your proposal contributes to the deployment of the Digital Service Infrastructure in terms of ensuring trans-European connectivity, access and interoperability and providing gateway services linking one or more national infrastructure(s) to the core service platform.
- Whether and how your proposal builds on Building Block DSIs as listed in Section 1.1 of the Annex to Regulation (EU) No 283/2014 of the European Parliament and of the Council of 11 March 2014 on guidelines for trans-European networks in the area of telecommunications infrastructure and repealing Decision No 1336/97/EC1.
- Where required in chapter 3 of the Work Programme, outline how your proposal integrates, builds and follows on from pre-existing work.

Question 2.2 - Management Structure

Describe the organisational structure and decision making mechanisms, and explain how and why they are appropriate to the complexity and scale of the proposed Action. Indicate how the participants will be able to work together effectively.

Identify any critical risks that may hamper achieving the objectives of the Action. Assess the probability of their occurrence and describe possible remedial or contingency actions in the risk assessment table. This information should include description of:

- The possible risks (linked to specific activities). It is necessary that risks are identified as unexpected or unforeseen events that may affect the implementation of the action in various ways (the potential impact)
- Their potential impact (delays, cost overruns, cancellation, redesign, etc.)
- Their likelihood/probability of occurrence (of the event)
- The identified remedial actions undertaken or planned, including all types of planned risk responses.

Question 2.3 - Consortium

Describe the consortium and how it matches the proposed Action's objectives. Explain how the participants complement one another (and cover the value chain, where appropriate) and what is each participant's contribution to the Action.

Question 2.4 – Security, privacy, inclusiveness

Describe the appropriate attention paid to the proposed Action's security, privacy, inclusiveness and accessibility issues (when relevant).

Question 2.5 – National support

Describe the extent to which the proposal demonstrates support from national authorities, industry and NGOs (when relevant).

Section 3 – Impact and sustainability

Please provide information on the following:

- The contribution of the proposed Action to wider deployment and take-up of the DSI. Where applicable, provide details about successive stages of deployment and corresponding target groups.
- How the proposed Action creates European added value. How the results are disseminated and how the service is advertised. How users are encouraged to make use of the service.
- (Only in case of support to the core service platform of a DSI: In what ways are national infrastructures encouraged to connect?)
- Where appropriate, describe how the project complies with European standards or open specifications and orientations on interoperability (e.g. the European Interoperability Framework) and how it capitalises on existing solutions.
- Describe how the proposed Action will be sustained, developed and scaled up without EU funding after its end with a view to achieving long-term sustainability, where appropriate through funding sources other than the CEF.

Section 4 – Members of the consortium

Please note that information provided in this section will be used to judge operational capacity. Please provide information on the following:

- The legal entities and their main tasks, with an explanation of how their profile matches the tasks in the proposal.
- A curriculum vitae or description of the profile of the persons primarily responsible for carrying out the proposed activities.
- Any other information relevant in support of a participant's/person's capacity to bring the proposed Action to a successful conclusion.
- Any other information and/or supporting documents specified in the Work Programme for this call.

ANNEXES

List and number all the annexes attached to the application form and uploaded in TENtec.

All relevant information for assessing the proposal must be provided in the application form. The purpose of annexes – which are not systematically read through – is to provide additional information that supports, illustrates or provides evidence of an element described in the application form.

Avoid sending extensive annexes, since only reasonable amounts of (supporting) information about your relevant statements in the proposal can be processed during the evaluation. Executive summaries could be one way to provide information instead of entire documents.

NB! Any annexes included must be clearly referred to and the relevant parts summarised in the application forms.

5. Procedure for Submission of Proposals

5.1. Deadline for submission

Under the eID Call, the deadline for the submission of proposals is **Tuesday, 2 June 2015, 17.00 (Brussels time)**.

All parts of the application form (A, B, C and D) must be submitted electronically through the TENtec eSubmission module before this deadline.

Application Form Part A must be filled in directly in the TENtec eSubmission module. The module can be accessed via this link:

<https://webgate.ec.europa.eu/tentec/grant/esubmission>

Application Form Parts B, C, D and their annexes must be duly filled in, scanned where applicable and uploaded in the TENtec eSubmission module before the proposal submission.

For any parts of the application where signatures or stamps are required (such as forms A2.2, A2.3, Part B annexes), you must scan the signed, stamped and dated originals and also upload them into the eSubmission module, along with the rest of the application.

Emails or paper copies sent to the Agency will not be admissible.

Correcting or revising the proposal

It is not possible to make changes to a proposal once it has been submitted. If you wish to make changes, you must submit a new proposal before the deadline which will replace the previous version.

If more than one copy of the same proposal is received, only the most recent admissible version will be evaluated. If you re-submit a proposal, please inform INEA through the call helpdesk to avoid any complications during the evaluation.

Applicants who have submitted a proposal must inform INEA as soon as possible through the call helpdesk of any change of an operational or financial nature that might affect them or the proposal.

5.2. Further information or clarifications

Applicants are encouraged to regularly consult the Calls webpage where further clarifications or information on the call may be published:

http://inea.ec.europa.eu/en/cef/cef_telecom/apply_for_funding/2014-cef-telecom-call---eid.htm

Any additional questions related to these calls may be addressed to the **calls helpdesk**: INEA-CEF-Telecom-calls-2014@ec.europa.eu. Please specify the call identifier in the subject of the email. Applications must not be delivered to this email address.

Please refer to the online FAQ before contacting the helpdesk:

http://inea.ec.europa.eu/en/cef/cef_telecom/apply_for_funding/2014-cef-telecom-eid-call---faq.htm

Answers to submitted questions will be published in the online FAQ to ensure equal treatment of all potential applicants. Questions which are specific to a particular proposal and for which INEA's reply would provide a comparative advantage to the applicant will not be answered.

Please note that questions related to the content of the calls should be submitted at the latest by 19 May 2015, to ensure sufficient time for the last FAQ update by 26 May 2015.

The helpdesk will respond individually to questions of technical nature related to TENtec eSubmission tool. Such questions will be treated until the call deadline. Please note that the general TENtec support service will not reply to call related questions.

5.3. Processing of personal data

An applicant's reply to the grant application involves the recording and processing of personal data (such as name, address and CV), which will be processed pursuant to Regulation (EC) 45/2001 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. Unless indicated otherwise, applicant's replies to the questions in this form and any personal data requested are required to assess an applicant's grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by INEA as Data Controller for this purpose. An applicant may, upon request, have his/her personal data sent to him/her and rectify any inaccurate or incomplete particulars. Any queries concerning the processing of personal data should be addressed to the entity acting as the INEA Data Controller.

The data subjects have the right of recourse at any time to INEA's Data Protection Officer (INEA-DPO@ec.europa.eu) or in case of conflict with the Controller or Data Protection Officer concerning the processing of his/her personal data, an applicant has the right to submit a complaint at any time directly to the European Data Protection Supervisor (www.edps.europa.eu).

Details concerning the processing of an applicant's personal data are available on the privacy statement:

http://inea.ec.europa.eu/download/calls2014/cef_transport/privacy_statement.pdf

An applicant's personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED)

by the Accounting Officer of the Commission, should the applicant be in one of the situations mentioned in:

- Commission Decision 2014/792/EU of 13 November 2014 on the Early Warning System to be used by the authorising officers of the Commission and by the executive agencies (OJ 2014 L 329 of 14 November, p.68) (for more information see http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#SAP)
- Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (OJ L 344, 20.12.2008, p. 12) (for more information see the Privacy Statement on http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf)

Applicants are informed that, to ensure that the EU's financial interests are protected, their personal data may be communicated to internal audit services, the European Commission, the European Court of Auditors, the body specialising in financial irregularities (Financial Irregularities Panel) or the European Anti-Fraud Office (OLAF).

The data of applicants in any of the situations referred to in Articles 106(1), 107 and 109(2)(a) of the Financial Regulation may be included in a central exclusion database and communicated to designated persons in the Commission, the other institutions, agencies, authorities and bodies referred to in Article 108(1) and (2) of the Financial Regulation. This also applies to those with powers of representation, decision-making power or powers of control in respect of such applicants. Following a request to the Commission's Accounting Officer, anyone registered in the database is entitled to be informed of the data recorded about them.

6. Glossary

The following explanations are provided for clarity and ease of reference. They have no legal authority and they do not replace any official definitions.

A

Acknowledgement of receipt: An email sent to applicants shortly after the call deadline, confirming that their proposal was successfully submitted (but not, however, that it is necessarily eligible)

Action: Any activity which has been identified as financially and technically independent, has a set timeframe and is necessary for the implementation of a project of common interest

Activity: A part of an Action that is distinct technically, financially or over time and which contributes to the completion of the Action. The implementation of an activity leads to the completion of an expected result or output.

Affiliated entity: Any legal entity that is under the direct or indirect control of an applicant, or under the same direct or indirect control as the applicant control taking any of the following forms:

(a) the direct or indirect holding of more than 50% of the nominal value of the issued share capital in the legal entity concerned, or of a majority of the voting rights of the shareholders or associates of that entity;

(b) the direct or indirect holding, in fact or in law, of decision-making powers in the legal entity concerned.

Any designated affiliated entities have to comply with the eligibility and selection criteria defined in the relevant work programme.

Applicant: The organisation submitting a proposal to a call for proposals. It is assumed that an applicant may automatically become the Action's beneficiary, if the proposal is selected for funding. There may be several applicants in a proposal.

Award criteria: Part of the evaluation criteria on the basis of which proposals will be assessed. The award criteria are generally the same for all proposals throughout CEF Telecom, and relate to *relevance, impact and implementation*.

B

Beneficiary: Entity designated as such in a grant agreement signed with INEA. Applicants, whose proposal is selected for funding by the Commission, are expected to become the beneficiaries of the financial aid awarded for the selected Action

C

Call for proposals (or "call"): An announcement that opens parts of a work programme for proposals, indicating what types of actions are required

CEF: Connecting Europe Facility

CEF Regulation: Regulation (EU) No 1316/2013 of European Parliament and of the Council of 11 December 2013 establishing the Connecting Europe Facility, amending Regulation (EU) No 913/2010 and repealing Regulations (EC) No 680/2007 and (EC) No 67/2010 (OJ L 348, 20.12.13, p.129)

Coordinating applicant: Leads and represents all of the applicants in a multi-applicant proposal and acts as the point of contact with the Commission or INEA during the application phase

Consensus discussion/meeting: Stage in the proposal evaluation process when experts come together to establish a common view on a particular proposal

D

Data protection policy: policy and legal framework which define the conditions under which personal data is to be collected and processed in the context of the call for proposals (Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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 (OJ L8, 12.01.2001, p.1)).

Deadline: The moment in a particular call after which proposals will not be received by the Commission/INEA. Deadlines are strictly enforced.

Deliverable: A verifiable output of the proposed Action. Normally, each activity will produce one or more deliverables during its lifetime. Deliverables are often written reports but can also take another form, for example the completion of a prototype etc.

Direct eligible costs: All eligible costs which can be attributed directly to the Action and are identified by the participant as such, in accordance with its accounting principles and its usual internal rules (for a detailed description, see the model grant agreement).

E

Early Warning System (EWS): An internal information tool of the Commission to flag identified financial risks related to beneficiaries.

European Economic Area (EEA) State: Norway, Liechtenstein and/or Iceland

EEIG: European Economic Interest Grouping (established in line with Council Regulation (EEC) N° 2137/85 of 25 July 1985)

Eligible costs: Part of an Action's costs taken into consideration for the calculation of the EU. For Actions supported under the Work Programme adopted in 2014, expenditure may be eligible as from the date the application is lodged at the earliest.

Eligibility criteria: The minimum conditions which a proposal must fulfil to be eligible for evaluation.

ERDF: European Regional Development Fund

Evaluation: The process by which proposals are, or are not, retained with a view to selection as projects. Evaluation is conducted through the application of eligibility, award and selection criteria identified in a work programme. The evaluation is conducted by INEA assisted by independent experts.

Evaluation criteria: The eligibility, award and selection criteria against which proposals are assessed.

F

Financial Identification Form: Applicants must provide the Financial Identification Form used by the Commission services. The form can be downloaded at the following link:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.

Financial Regulation: Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2013 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p. 1).

G

Grant: Direct financial contributions covered by a written agreement, by way of donation, from the EU budget in order to finance either an action intended to help achieve an objective forming part of an EU policy

Grant agreement: Agreement between INEA and the beneficiaries setting out the conditions of the awarding of EU grants under CEF Telecom

Grant agreement preparation: The process of establishing a grant agreement between the INEA and an applicant whose proposal has been favourably evaluated, and when funds are available.

I

Implementation plan: see "Selection Decision"

Implementing body: A public or private undertaking or body designated by a beneficiary, where the beneficiary is a Member State or an international organisation, to implement the Action concerned. Such designation should be decided upon by the beneficiary under its own responsibility and, if it requires, the award of a procurement contract, in compliance with the applicable EU and national public procurement rules.

Indirect eligible costs: Costs which are not identifiable as direct costs, but which have nevertheless been incurred in connection with the eligible direct costs of the Action.

INEA: Innovation and Networks Executive Agency

International organisation: According to Article 43(1) of the Commission Delegated Regulation (EU) No 1268/2012 (on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union), international organisations are:

- (a) international public sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations
- (b) the International Committee of the Red Cross (ICRC)
- (c) the International Federation of National Red Cross and Red Crescent Societies
- (d) other non-profit organisations assimilated to international organisations by a Commission decision.

L

Lump sum: A simplified form of grant used in a call for proposals, which cover in global terms all or certain specific categories of eligible costs which are clearly identified in advance. See section 13 of the eID Call for proposals and Commission Decision C(2015)761 for further details.

M

Milestones: Indications how an activity or task is progressing and its associated expected results. Each activity should relate to milestones indicating at least its start and end time, as well as preferably its corresponding intermediate milestones.

Multi-applicant proposal: A proposal submitted by more than one applicant. They must have a designated coordinator to facilitate communication with the Commission and INEA on the application (see also 'coordinating applicant').

N

Neighbouring country: A country falling within the scope of the European Neighbourhood Policy including the Strategic Partnership, the Enlargement Policy, and the European Economic Area or the European Free Trade Association

P

Participants: The members of a consortium in a proposal or action; synonym of 'applicant'.

Project of common interest: a project as specified in Regulation (EU) No 283/2014 on guidelines for trans-European networks in the area of telecommunications infrastructure and repealing Decision No 1336/97/EC.

Proposal: The application as a complete package and includes the Application Form Parts A, B, C and D and their relevant annexes, as specified in the call for proposals.

Public sector body: Regional or local authorities, body governed by public law or association formed by one or several such authorities or one or several such bodies governed by public law, international organizations. A body governed by public law is any body that is:

- (a) established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character; and
- (b) having legal personality; and
- (c) financed, for the most part by the State, or regional or local authorities, or other bodies governed by public law; or subject to management supervision by those bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities or by other bodies governed by public law

R

Reserve list: A list that may be drawn up, if appropriate, listing proposals that may only be financed if funds become available following the grant agreement preparation of projects on the main list. Due to budgetary constraints it may not be possible to support all proposals that have been evaluated positively.

Rules of Application: 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 on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1).

S

Selection Decision: A Commission Implementing Decision establishing a list of proposals selected for financial aid submitted under a specific call for proposals.

Start date: The day on which the implementation of an Action actually begins, as stated in the grant agreement. It corresponds to the date from which costs may be considered eligible.

T

TENtec: Interactive Information System for Trans-European Networks.

TENtec eSubmission: The IT tool used specifically for the CEF Programme which allows the electronic encoding of Application Form Part A and the uploading of its other Parts (B, C, D) and their respective annexes

Thresholds: For a proposal to be considered for funding, the evaluation scores for individual criteria must reach certain thresholds. For the eD Call, the threshold is 3 ("Good") on a scale of 0 to 5.

U

Unique proposal code: The proposal code automatically generated by TENtec eSubmission upon the submission of a proposal and based on a sequential number of already submitted proposals.

W

Work Programme: A Commission Implementing Decision adopted for the implementation of a specific programme that sets out the objectives and results expected. It also contains information that is set out further in this guide, including the schedule and details of the calls for proposals, indicative budgets, and the evaluation procedure.