



Trans-European Transport Network Executive Agency

Calls for proposals for projects of common interest in the field of the trans-European transport network under the Multi-annual Work Programme 2013 as amended

Projects in the field of Motorways of the Sea (MoS)

1. INTRODUCTION

1.1. Subject:

This call for proposals is established under the 2013 Multi-annual Work Programme as amended¹. The work programme defines the objectives, the specific priorities, the results expected in relation to this call as well as the eligibility and award criteria and the maximum possible co-financing rates.

1.2. Date of publication:

The date of publication of this call is 11 December 2013.

1.3. Indicative budget:

The indicative budget available to support projects selected in this field is €80 million. Budget transfers between fields/priorities under the 2013 multi-annual calls are allowed.

2. OBJECTIVES

2.1. Objectives:

The general objective of the call in the area of Motorways of the Sea (MoS) is specified in Section 3.1.3 of annex bis to the Multi-annual Work Programme 2013 as amended.

2.2. Specific objectives:

In addition to the specific objectives of removing infrastructure bottlenecks in ports, ICT development (in line with Commission priorities) and improvement of port hinterland connections and port sea access for this call as described in Section 3.2.3 of annex bis to the Multi-annual Work Programme 2013 as amended, also, the priority will be given

¹ Commission Decision C(2013) 1675 final of 21.3.2013, as amended by Commission Decision C(2013)8755



to implementation projects, pilot projects and studies which contribute to addressing the environmental challenges faced by the short sea shipping sector, in particular in view of the forthcoming requirements with respect to the implementation of the requirements of Annex VI of the IMO MARPOL Convention. Actions supporting the deployment of alternative fuels and emission abatement technologies or which promote the use of shore-side electricity fall under this category.

The work programme foresees three types of projects, which can also be submitted in combination to support the implementation of the concept of MoS. The three types of projects are as follows:

- Implementation projects (works projects);
- Studies taking the form of Pilot actions;
- Studies.

A proposal may address one of these types alone, or a single proposal may combine implementation projects with studies or with studies taking the form of Pilot actions.

The objectives of the proposed Actions must be consistent with the type of project proposed. Furthermore, the activities must be relevant and balanced to meet the objectives of the Actions.

Unless specified otherwise in the decision granting financial aid for duly justified reasons, any TEN-T funds granted to physical facilities under this call entail the obligation for the facilities to be available as required and customarily used by the transport services subject to the decision granting financial aid for at least 4 years following the completion of the respective Action. In addition, the physical facilities must be open to all users on a non-discriminatory basis for at least 4 years following the completion of the respective Action (otherwise the co-financing falls under start-up aid which is limited to 2 years of depreciation).

2.3. **Results expected:**

The results expected under this call are defined in Section 4 of Annex bis of the 2013 Multi-annual Work Programme as amended.

3. **ELIGIBILITY, SELECTION AND AWARD CRITERIA**

3.1. **Eligibility criteria:**

The eligibility criteria for applicants and for projects, as well as the grounds for exclusion, are defined in Section 6 of Annex bis to the 2013 Multi-annual Work Programme as amended.

Union financial aid for projects of common interest established under this call can take the form of grants for studies, works or studies with physical interventions.

Notably, a proposal must address either works or studies, within the meaning of Article 2(8) and (9) of the TEN Regulation. A proposal may address works and studies, on the condition that it is clearly demonstrated that the undertaking of the works is not dependent on the execution and / or conclusion of the study(ies).

As defined in Article 2(8) of the TEN Regulation², 'studies' means activities needed to prepare project implementation, including preparatory, feasibility, evaluation and validation studies, and any other technical support measure, including prior action to define and develop a project fully and decide on its financing, such as reconnaissance of the sites concerned and preparation of the financial package. 'Works' (Article 2(9) of the TEN Regulation) means the purchase, supply and deployment of components, systems and services, the carrying out of construction and installation works relating to a project, the acceptance of installations and the launching of a project.

In addition, in line with Article 13(4) of the TEN Guidelines, proposals in the area of Motorways of the Sea must:

- involve in general private and public sectors, and
- for implementation projects (works), have been evaluated and pre-selected first within a public call for tenders organised by the Member States concerned.

3.2. **Selection criteria:**

The selection criteria (i.e. operational and financial capacity) are defined in Section 7 of Annex bis to the 2013 Multi-annual Work Programme as amended.

Applicants may designate **affiliated entities** within the meaning of Article 122 of the Financial Regulation³, for the purpose of supporting the implementation of the Action submitted for funding. Such affiliated entities shall comply with the **eligibility criteria** for applicants as well as with the **selection criteria** as specified in Sections 6.1, 6.3 and 7 respectively of Annex bis of the 2013 multi-annual Work Programme as amended.

3.3. **Award criteria:**

The general award criteria against which each proposal will be evaluated are specified in Section 8 of Annex bis to the 2013 Multi-annual Work Programme as amended.

For the purpose of the evaluation, these criteria will be grouped in the following four blocks of criteria:

- **Relevance.** It refers to the contribution of the Action to the TEN-T priorities (as laid out in the TEN-T Guidelines) and the objectives described in the call for proposals text, as well as to the macro socio-economic benefits at EU level and the need for TEN-T support.
- **Maturity.** It refers to the status of preparation of the activities, in particular the capacity to implement the Action in accordance with the foreseen time plan and technical specifications.
- **Impact.** It refers to the anticipated socio-economic effects of the Action (at the micro level) as well as the impact on the environment.
- **Quality.** It refers to the completeness and clarity of the Action, in terms of the description of the planned activities, the soundness of the project management

² Regulation (EC) n° 680/2007 of the European Parliament and of the Council of 20 June 2007, laying down general rules for the granting of Community financial aid in the field of the Trans-European Transport and Energy Networks (OJ L 162, 22.6.2007, p. 1)

³ Regulation (EU) No 966/2012 of 25 October 2012 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)

process and the coherence between its objectives and planned resources / activities.

Information for assessing the above blocks of criteria has to be clearly described, in particular in Application Form Part B.2. During the external evaluation, each block of criteria will be given a score between 0 and 5 points (with 5 being the maximum). The minimum threshold for an individual block of criteria is 3 points. In other words, external experts will not recommend for funding any proposal which does not obtain at least 3 points for each block. However, the Commission is not bound by the opinion of the external experts.

The activities proposed to be carried out by each applicant should be specified and consistent with their role in the proposal.

In the context of this call for proposals, the following specific elements shall in particular be taken into consideration during the evaluation in addition to the generic criteria above and should therefore be clearly described in the Application Form B.2.:

➤ **Relevance:**

Under this criterion, the main elements considered will be the following:

- Degree of integration of the Action into a multimodal transport chain, e.g. information systems and hinterland connections linking to the various modes of transport and the transport services (Application Form B.2 Section 3.2);
- Evidence that the Action would develop a new or improve an existing maritime link(s), predominantly focussing on freight transport (Application Form B.2 Section 3.3);
- For Actions having wider benefits, confirmation of the clear relevance for the implementation of MoS (Application Form B.2 Section 3.3);
- Degree of EU/regional added value of the proposed Action (Application Form B.2 Section 3.3);
- For the maritime link, the letters of support submitted by transport operators should reflect properly their involvement in the Action and demonstrate the Action's viability. This may range from a direct involvement as a beneficiary of financial aid (in which case no letter is needed), to a supportive involvement without direct financial implications for the operator(s). In the latter case, the operator(s) should prove that it will collaborate with other members of the MoS consortium to deliver the expected outcome of the Action, i.e. set up new or improve the existing transport connections. The support letters, presented most preferably as letters of intent, should state clearly the operator's firm, explicit and credible commitment to the project (Application Form B.2 Section 3.6);
- Where a proposal is extended to a neighbouring country(ies), it should be demonstrated that this country(ies) is committed to the Action (i.e. signature of an authorised representative(s) of that country(ies) at national level) (Application Form B.2 Section 3.6).

➤ **Maturity:**

Under this criterion, the main elements considered will be the following:

- Viability of the new or improved transport service, substantiated through relevant analyses on freight flows, demand, business plans, etc. Data sources should be specified (Application Form B.2 Section 4.4);
- For pilot actions, demonstration that the Action is sufficiently mature to be put into the pre-implementation phase (Application Form B.2 Section 4.4);
- Demonstration of concrete plans and their readiness to remove identified bottlenecks throughout the transport chain – in hinterlands, ports, and maritime link(s) (Application Form B.2 Section 4.4).

➤ **Impact:**

Under this criterion, the main elements considered will be the following:

- Impact of the Action on modal shift: estimates of modal shift until 2025 should be provided (applicants are advised to use the modal shift calculator available on http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index_en.htm) (Application Form B.2 Section 5.6);
- For Actions having wider benefits, demonstration of the degree of impact on the MoS operations (Application Form B.2 Section 5.6);
- Contribution of the foreseen activities to improved efficiency and effectiveness of the transport chain (on the specific corridor), in particular compared to road transport (Application Form B.2 Section 5.6);
- Impact of the proposed transport services on competing transport services and ports in the same geographical areas (Application Form B2 Section 5.8);
- Impact on the reduction of externalities, in particular environmental impact (Application Form B2 Section 5.9).

➤ **Quality:**

Under this criterion, the main elements considered will be the following:

- Appropriateness of the number and nature of involved participants in relation to the Action's objectives and credibility of commitments, including involvement of relevant actors and stakeholders (Application Form B2 Section 6.1);
- Presentation of mechanisms put in place to monitor the impact of the Action during and after its implementation (Application Form B2 Section 6.4).

3.4. **Final selection process:**

During the final selection process, the following policy-related aspects will also be taken into consideration, as appropriate:

The extent to which:

- the proposal/project contributes to the balanced development of the network,

- the proposal/project is cross-border or whether it produces cross-border effects,
- the proposal/project addresses a bottleneck; where relevant, whether it offers a suitable remedy to the problem,
- the proposal/project addresses a missing link so that it maximises the impact of investments already made in the region/country/global project,
- the proposal/project is of comparative EU added value (high, medium, low),
- the proposal/project has an absorption or performance capacity, based on previous experience (where existing),
- there is any identified/identifiable risk of double-funding from other EU sources.

4. CO-FINANCING & ELIGIBLE COSTS

4.1. Co-financing:

The maximum possible rates of Union co-funding are specified in Section 9 of Annex bis of the 2013 Multi-annual Work Programme as amended.

The Commission reserves the right to award a grant of less than the amount requested by the applicant. Grants will not be awarded for more than the amount requested.

The total requested Union contribution to the eligible costs of a proposed Action, may not be less than €500,000 EUR.

4.2. Eligible costs:

Detailed information on eligible costs is described in Article III.3.16 'Eligibility of Costs', of the model individual Decision granting financial aid for an Action, which is available on the TEN-T EA⁴ website (<http://tentea.ec.europa.eu>).

Costs incurred between the 1st January 2013 and the completion date, which must be 31 December 2015 at the latest, may be considered as eligible. In addition, indirect costs⁵, may be eligible for flat rate funding fixed at no more than 7% of total direct eligible costs.

5. PRACTICAL INFORMATION

In general, all practical information on the call for proposals and the evaluation process is detailed in the Guide for Applicants, which is available on the TEN-T EA website. It is important to read this guide carefully as proposals which do not follow the instructions may not be evaluated.

⁴ Trans-European Transport Network Executive Agency

⁵ Costs, which are not identifiable as direct costs but are incurred in connection with the eligible direct costs of the action

5.1. **Application form:**

Proposals must be submitted using the application forms provided on the TEN-T EA website

http://tentea.ec.europa.eu/en/apply_for_funding/follow_the_funding_process/2013_map_motorways_of_the_sea_call.htm

A **complete proposal** consists of:

✓ Application form Part A (must be generated in the eSubmission module, which is part of the TENtec Information System), and

✓ A package to be sent by courier service or delivered by hand, containing all of the following:

- The printout of Application form Part A, generated by the eSubmission module after the electronic submission (*one signed original and four additional copies if the proposal is submitted in English. If the proposal still requires translation only one copy is sufficient*),
- The printout of Application form Parts B1 and B2 and their annexes (*one signed original and, if submitted in English, four additional copies*),
- CD-ROM or DVD-R disk (non-rewritable therefore USB sticks are not eligible) containing the complete proposal (i.e. Application form Parts A, B1 and B2 and their annexes) in electronic format (PDF or formats readable by MS Office programmes).

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. Proposals may be prepared in any official Union language for submission by the call deadline. Nevertheless, if a proposal is not submitted in English and if the applicant has indicated in the Application Form that an English translation will be provided, the English translation of the proposal must be submitted before the deadline specified below – otherwise the proposal may not be evaluated⁶.

The applicant(s) specified in the Application Form will automatically be considered as the beneficiary(ies) if the proposal is selected for funding. If applicants designate affiliated entities within the meaning of Article 122 of the Financial Regulation to support the implementation of the submitted action, they must encode in part A of the Application form the details of these affiliated entities, and provide the related supporting documents as required.

Applicants must indicate in Application form Part A under which Priority their proposal is submitted.

5.2. **Submission of the proposals:**

Proposals will be evaluated in line with the priority under which they have been submitted. The Commission services reserve themselves, the right to requalify a project proposal, received under this Call, to another priority under the 2013 multi-annual work programme as

⁶ The Commission will reimburse the translation costs resulting from the translation into English of a proposal submitted in response to this Call, for up to an amount of €2500 per proposal, provided that the proposal has been submitted before the deadline specified

amended or a priority under the 2013 annual work programme adopted by Decision C(2013)1029 of 27 February 2013, as amended.

a) Application form Part A must be submitted using the TENtec eSubmission module;

b) Application forms Parts B1 and B2 have to be downloaded from the call website http://tentea.ec.europa.eu/en/apply_for_funding/follow_the_funding_process/2013_m_ap_motorways_of_the_sea_call.htm and duly filled in. Once final they can be attached to Application Form A (via the the TENtec eSubmission module) though this is not compulsory. The same applies to any annexes accompanying the proposal.

c) After completing steps a) and b), the complete proposal (Application Forms A, B1 and B2, including annexes) must be sent (by registered courier or hand delivery) to the following address:

European Commission
TEN-T Executive Agency
W910 - 01/38
Calls 2013
Avenue du Bourget, 1
B-1140 Bruxelles
Belgique

Proposals sent by registered courier have to be dispatched not later than **11 March** 2014, the deadline for the submission of proposals (as evidenced by the postmark, or proof of receipt deposit slip): Applicants must keep proof of the date of sending and be able to present it up on request. Failure to provide proof of the date of sending will exclude the proposal from being evaluated.

Proposals delivered by hand to the Central Mail Service of the European Commission have to be dispatched, **no later than 17h00** (Brussels local time) on **11 March** 2014 in this case, a receipt must be obtained as proof of submission, signed and dated by the official who took delivery in the Central Mail Service. The Central Mail Service is open from 7h00 to 17h00 Monday to Thursday and from 7h00 to 16h00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

If a proposal is submitted after the deadline indicated above, the proposal will not be evaluated.

The components constituting a complete proposal, the address for submission and further practical details are described in the Guide for Applicants, which is available on the TEN-T EA website. It is important to read this carefully as proposals which do not follow these instructions may not be evaluated.

5.3. **Timetable:**

Deadline for the submission of proposals	11 March 2014
Submission of translations in English (if applicable)	18 March 2014
Evaluation of proposals	April 2014 (indicative)

Consultation of Financial Assistance Committee; execution of scrutiny right by European Parliament	June 2014 (indicative)
Adoption of individual Decisions	As from September 2014 (indicative)

5.4. **Communication from TEN-T EA on the call for proposals**

Further information or clarifications on this call for proposals may be published on the TEN-T EA website. In particular, a list of Frequently Asked Questions (FAQ) will be regularly updated as questions arise. It is therefore strongly recommended to all applicants to regularly consult the TEN-T EA website to make sure they have all the latest information on the call.

Any additional specific questions related to this call may be addressed to the TEN-T Helpdesk email: tenea-helpdesk-call-MAP-2013@ec.europa.eu

The answers to submitted questions which could be of interest to other applicants will be published in the FAQ list on the TEN-T EA website, to ensure equal treatment between all potential applicants. Questions which are specific to a particular proposal and where the answer of the TEN-T EA would provide a comparative advantage to the applicant will not be answered.

Applications may not be delivered to this email address. This address is reserved for information and assistance by the TEN-T EA Helpdesk.

6. **ADDITIONAL INFORMATION**

6.1. **Prior information of applicants:**

Your reply to the grant application involves the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 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, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by Trans-European Transport Network Executive Agency as data controller for this purpose. You may, upon request, have your personal data sent to you and rectify any inaccurate or incomplete particulars. Should you have any queries concerning the processing of your personal data, please address them to the entity acting as data controller within TEN-T EA. The data subjects have the right of recourse at any time to the Data Protection Officer of the Executive Agency (TENEA-DPO@ec.europa.eu) or in case of conflict with the Controller or data protection officer concerning the processing of your personal data, you have the right to submit a complaint at any time to the directly to the European Data Protection Supervisor. (http://www.edps.eu.int/01_en_presentation.htm)

Details concerning the processing of your personal data are available on the privacy statement at the page:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Your 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 you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (OJ L 344, 20.12.2008, p. 125) (for more information see the Privacy Statement on http://ec.europa.eu/budget/info_contract/legal_entities_en.htm), or
- the 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).

You are informed that, to ensure that the Union's financial interests are protected, your 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 Regulation⁷ 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.

6.2. **General conditions for paying grants:**

In order to limit the financial risks connected with the payment of pre-financing, the Commission or the TEN-T EA may, on the basis of a risk assessment, either require the beneficiary to lodge a guarantee in advance (for up to the same amount as the pre-financing) or split the payment into several instalments. The Commission may waive this obligation to lodge a guarantee in advance for public sector bodies and international organisations⁸.

6.3. **Important documents:**

In preparing your application, please ensure that you refer to all of the following documents, which are available on the TEN-T EA website:

- 2013 Multi-annual Work Programme as amended
- Guide for Applicants (as well as the eSubmission module User Manual)
- Application form (parts A, B1 and B2)
- TEN Regulation⁹

⁷ Regulation 966/2012 of 25 October 2012 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)

⁸ Article 134 of Regulation 966/2012 of 25 October 2012 and Article 206 of Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation No 966/2012 (OJ L 362, 31.12.2012, p. 1)

⁹ Regulation (EC) n° 680/2007 as amended by Regulation (EU) No 670/2012 of the European Parliament and of the Council of 11 July 2012 amending Decision No 1639/2006/EC establishing a Competitiveness and Innovation

- TEN-T Guidelines¹⁰
- Model text for an individual Decision granting financial aid
- (if applicable) the definition of cross-border sections of priority projects endorsed by the TEN-T Guidelines Committee for Monitoring Guidelines and the Exchange of Information
- Guide to TENs and environmental legislation: Annex 2 of the Commission Staff Working Document which accompanied COM (2007) 135 final, Trans-European Networks: Toward an integrated approach.

Framework Programme (2007-2013) and Regulation (EC) No 680/2007 laying down general rules for the granting of Community financial aid in the field of the trans-European transport and energy networks (OJ L 204, 31.07.2012, p.1)

¹⁰ Decision n° 661/2010/EC of the European Parliament and of the Council of 7 July 2010 on Union guidelines for the development of trans-European transport network (OJ L 204, 5.8.2010, p. 1.)