European Commission

CEF TELECOM 2016 CALLS FOR PROPOSALS

CEF-TC-2016-3

- Automated Translation
- Cyber Security
- eInvoicing
- Europeana

CEF-TC-2016-4

- Safer Internet

Guide for Applicants

Innovation and Networks Executive Agency

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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 in the field of the trans-European telecommunications networks sector under the CEF-TC-2016-3 and CEF-TC-2016-4 sets of calls covering the following areas:

2016-3

- **Automated Translation**
- **Cyber Security**
- **eInvoicing**
- **Europeana**

2016-4

- **Safer Internet**

Overview of this Guide

This Guide for Applicants is structured as follows:

- **Sections 2 and 3** provide an overview of funding used for the CEF Telecom and the evaluation process for proposals
- **Section 4** provides information on how to prepare an application and complete application form parts A, B, C and D.
- **Section 5** describes the submission procedure
- **Section 6** is a glossary of terminology used in the call/call process
- **Section 7** gives information on how to create an ECAS account and register in TENtec

Reference documents

All applicants are highly encouraged to familiarise themselves with the following main legal documents referred to in this Guide:

- **CEF Regulation:** Regulation (EU) No 1316/2013 of European Parliament and of the Council of 11 December 2013
- **CEF Telecom Guidelines:** 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
- **Financial Regulation:** Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2013
- **Rules of Application of the Financial Regulation:** Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012
- **2016 Work Programme:** Commission Implementing Decision C(2016)1225 of 3 March 2016 as amended by Decision C(2016)5768 of 14 September 2016
- **Call texts:** Calls for proposals addressing areas mentioned above as published on the INEA website

Other documents referred to in this Guide are:

- **Model grant agreement:** including its annexes which specifies the terms and conditions to which an applicant or consortium will be expected to agree if its proposal is selected for funding
- **Proposal checklist:** available on all call webpages

All of the above documents are available on the individual call webpages on the Innovation and Networks Executive Agency (INEA) website, accessible via the following link: https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2016-cef-telecom-calls-proposals

Please note that 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 2016 Work Programme

CEF supports trans-European networks and infrastructures which fill the missing links in Europe's energy, transport and telecommunications sectors. It is a key EU instrument to promote growth, jobs and competitiveness through targeted investment at European level. Projects in the field of telecommunications aim at facilitating cross-border interaction between public administrations, businesses and citizens, by deploying digital service infrastructures (DSIs) and broadband networks. Supported projects will contribute to the creation of a European ecosystem of interoperable and interconnected digital services that sustain the Digital Single Market.

CEF Telecom is designed to deploy digital service infrastructures (DSIs) across the EU based on mature technical and organisational solutions. It focuses on providing functional services which are ready for deployment and which will be maintained over time - instead of developing pilots or new technologies.

CEF Telecom projects of common interest aim to be mutually reinforcing and complementary. There are many potential linkages between the DSIs, in particular the building block DSIs which enable the proper functioning of the other sector-specific DSIs.

The **2016-3** set of calls sets aside funding for **Europeana,** a well-established DSI**,** which for the first time is open for funding for its generic services. **eInvoicing**, a mature DSI, was already supported under the 2015-1 call. Finally, two other mature DSIs - **Automated Translation** and **Cyber Security** – also will be receiving funding for their generic services for the first time.

The **2016-4** call sets aside funding for the well-established **Safer Internet** DSI, which also received financial support under the 2015-1 CEF Telecom call.

Information on these DSIs is available in the amended 2016 Work Programme, which is accessible on the each of the individual call webpages via the following link: https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2016-cef-telecom-calls-proposals.

For policy-related information on the CEF Telecom programme, visit the Digital Single Market website: https://ec.europa.eu/digital-single-market/connecting-europe-facility.

3. Evaluation and Selection Process

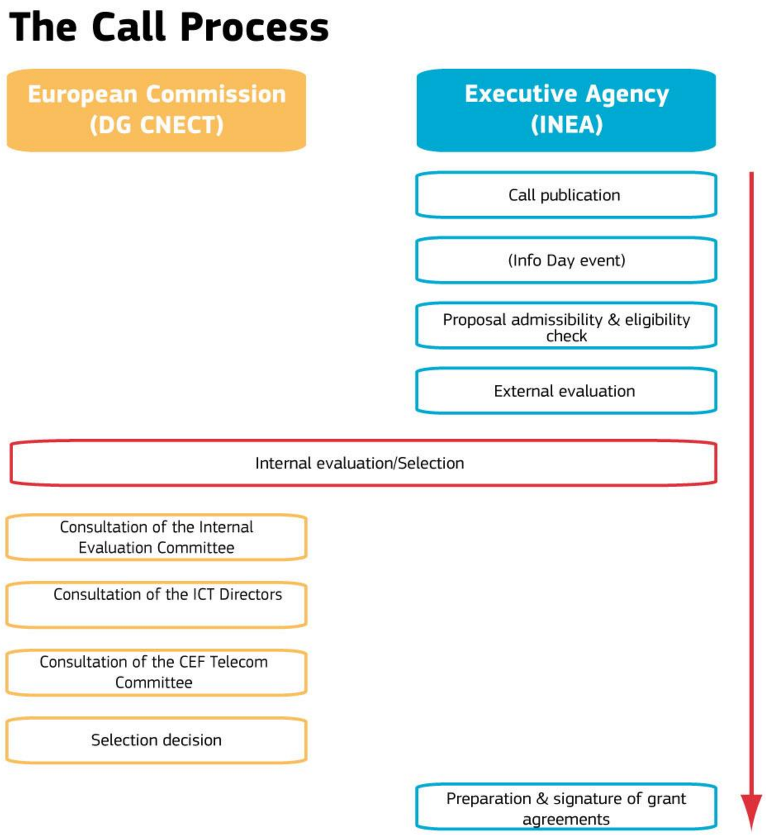
The European Commission and INEA carry out the evaluation and selection of proposals submitted under CEF Telecom, with the support of independent technical experts. The aim of the evaluation is to ensure that only the highest quality proposals which best meet the award criteria as described in the Work 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 are evaluated on the basis of the award criteria, all of which are defined in the relevant Work Programme and call texts. These award criteria relate to *relevance*, *quality and efficiency of the implementation*, and *impact and sustainability,* which are further explained below.



The call and evaluation process is cooperation between INEA and the European Commission. The main stages are described in more detail below.

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

After the call closes, all submitted proposals for the CEF Telecom calls are first checked for **admissibility** i.e. verified regarding their compliance with the formal requirements set by the call text, such as whether they were submitted before the call deadline, are complete, and duly signed.

Each proposal is then assessed against the **eligibility** criteria[1]. Any proposals which do not meet these criteria are rejected, and applicants are duly informed of the reason. In the absence of such a notification, applicants may assume their proposal has successfully passed this eligibility check.

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

3.2. External Evaluation

Proposals which meet the formal requirements and the eligibility criteria are assessed by **independent technical experts**, who are selected on the basis of their technical knowledge, taking into account the thematic focus of the call(s), and with consideration of geographical and gender balance. The experts perform assessments in their personal capacity and not as representatives of their employer, country or any other entity. They sign a contract with INEA, as well as declarations on confidentiality and absence of conflict of interest. Experts are required to adhere to confidentiality rules at all times before, during and after the evaluation.

Each application is first assessed independently by a minimum of three experts against the three applicable award criteria. Each expert completes an Individual Assessment Form and assigns a score per criterion, on a scale from 0 to 5. Experts are also required to provide comments to justify their scores, which must be consistent with scores awarded.

After the experts have completed their individual assessments, a consensus meeting, which is moderated by Agency staff, is held with all of the experts assigned to a specific proposal. During this meeting, a consensus report is agreed and signed, providing a score for each criterion and the justifying comments. Experts may also make recommendations regarding the amount of funding and/or the duration of a proposed Action.

The minimum threshold for all criteria is 3 out of 5 points. Moreover, a total score is calculated on the basis of the individual award criteria, with a minimum threshold for the proposal to be recommended for funding of 10 points.

Any proposal which does not obtain at least 3 points for each criterion and at least 10 points overall will not be recommended for funding.

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, as appropriate) assess the outcome of the external evaluation and draw up the list of proposals both recommended and not recommended for funding.

[1] See Section 8 of the respective call text and Annex 2 of the amended 2016 Work Programme for more information on the eligibility criteria

Proposals that achieve a score greater than or equal to the threshold described above are ranked according to the total score obtained. This ranking determines the order of priority for funding[2]. The Commission then prepares a Selection Decision, taking into account the scores and ranking of the proposals, programme priorities and available budget. The Decision may include a reserve list of proposals to be prepared should budget become available.

For each proposal, a recommendation for the level of funding 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 must receive a positive opinion by Member State representatives in the CEF Coordination Committee. The European Parliament is also informed about the selected proposals.

Applicants/coordinating applicants of all the submitted proposals are then 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 model grant agreement is available on the each of the individual call webpages, accessible via the following link:
https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2016-cef-telecom-calls-proposals.

✓ *Applicants are requested to carefully read the model grant agreement and its annexes, especially the General Conditions, before submitting a proposal.*

The basic model grant agreement is not negotiable. Grant agreement preparation will cover the technical, legal or financial aspects as well as other relevant issues regarding 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 actions) or the beneficiary (for single-beneficiary actions) for signature.

For multi-beneficiary actions, an applicant must designate itself or another applicant to carry out the coordination function. The coordinator will be the contact point for INEA and will be, *inter alia*, responsible 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.

In addition, it is also **strongly recommended** that for multi-beneficiary Actions, 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 proposed Action.

[2] See Annex 2 of the amended 2016 Work Programme for more information on the procedure for the priority order of proposals with the same score

4. Preparing an Application

Applicants wishing to apply for funding under CEF Telecom calls must submit an application for an **action**, which is 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)*.

All proposals must clearly describe the:

- planned activities of the proposed Action, related milestones and deliverables
- information on who will carry them out
- costs
- reason(s) why they should be supported financially by the EU.

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

Applicants must complete and submit the application forms electronically, using the TENtec eSubmission module. A link to the module is also provided on each individual call webpage, accessible via the following link:
https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2016-cef-telecom-calls-proposals.

The TENtec eSubmission module is part of the TENtec Information System used to manage the CEF projects during their entire lifecycle and enables the electronic submission of proposals under the CEF calls.

Application form
The application form is composed of four parts, including their respective annexes, as follows:

Application part	Description
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.)
Part B	provides administrative information about the applicants, their designated affiliated entities and/or implementing bodies and their operational and financial capacity
Part C	provides information on the compliance of the proposed Action with EU law and other sources of EU funding
Part D	"the heart of the proposal", provides technical and financial information on the proposed Action submitted for funding

4.1. Getting started

The following sections of this Guide will provide specific instructions and recommendations on how to complete each part of the application. In addition, please keep the following points in mind:

- Carefully read the information in the following sections which will explain the requirements and content of each part of the application. Make sure to **refer to the call text for specific requirements**, such as consortium composition.

- Remember to refer to the **main legal documents** listed in section 1 (and available on each individual call webpage) for any other explanations concerning the calls.

- For **first-time users of the TENtec eSubmission module**, an ECAS (European Commission Authentication System) user name and password is required. First-time users must also register their ECAS account in TENtec See section 7 for details on how to do this.

- Use the **proposal checklist** available on each call webpage when finalising the application to help ensure that all parts of the application have been addressed and included.

4.2. Part A

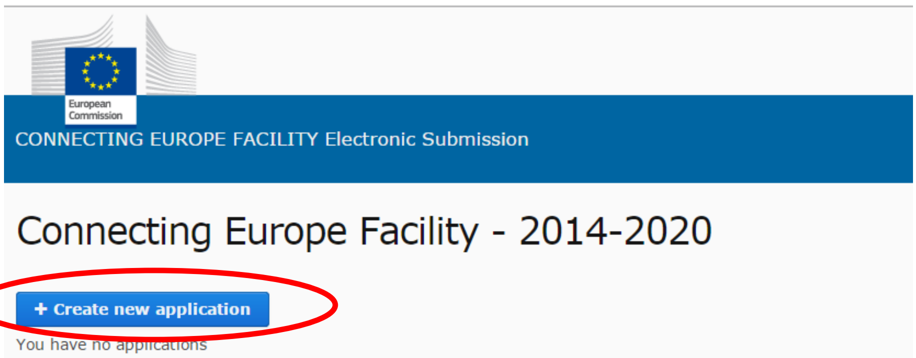
Part A identifies the main characteristics of the proposal (e.g. summary of the proposed Action and description of its activities, contact details and information about all of the applicants, as well as information related to the funding requested etc.).

✓ ***Part A must be encoded in the TENtec eSubmission module.*** *The link to the module can be found on the individual call webpages. The Word version of part A is formatted slightly differently to how it is displayed in the TENtec Submission module user interface. For reference, the section numbers of the Word version are listed below in parentheses ( ).*

✓ ***Tip****: First download the Word version of part A to become familiar with the information required before inputting data in the TENtec eSubmission module.*

Creating an application

To create an application, sign in to the TENtec eSubmission module and click on the button "Create new application".



Select the specific call for proposals for which the application is being prepared. The call priority and subpriority will be pre-filled automatically depending on the call.

Enter the title and click the "Create button". Note: when choosing the proposal title, do NOT use continuous capital letters or abbreviations.

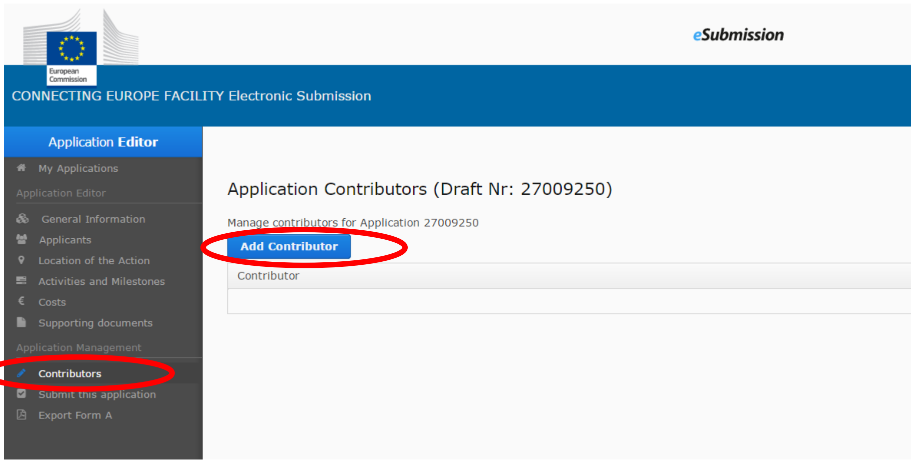
Once the application has been created, edit it by clicking on the application in the home screen of the TENtec Evaluation module. The application will now have a unique code composed of eight digits. When communicating with INEA during the preparation of the application, the applicant(s) must use this unique identification code.

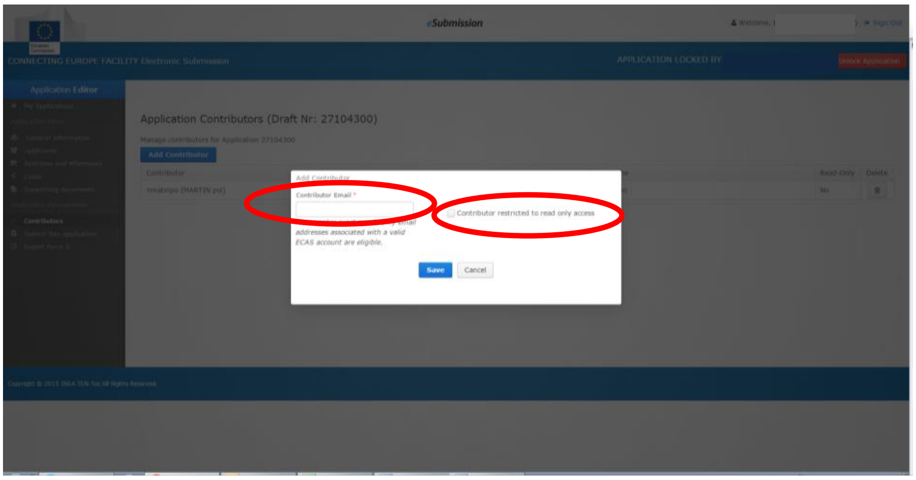
- ✓ ***Please note that all items marked with an asterisk (*) in the TENtec eSubmission module indicate the minimum amount of information necessary <u>to save</u> the application in the system. Completion of all remaining fields is required for the final submission of the proposal.***

- ✓ ***In order to check the progress of the proposal completion, click on "Submit this Application". The list of missing elements will be displayed and must be completed before the proposal can be successfully submitted. This feature can also be used as a checklist to ensure follow-up of the missing information, ideally well before the call deadline. Remember that any application submitted after the deadline will not be considered.***

Contributors panel

Applicants have the possibility to give access to the application to additional users, either in read-only mode or with editing rights. Click on the TENtec eSubmission module's "Contributors" section, which is the first link under the "Application Management" section in the Application Editor navigation list.



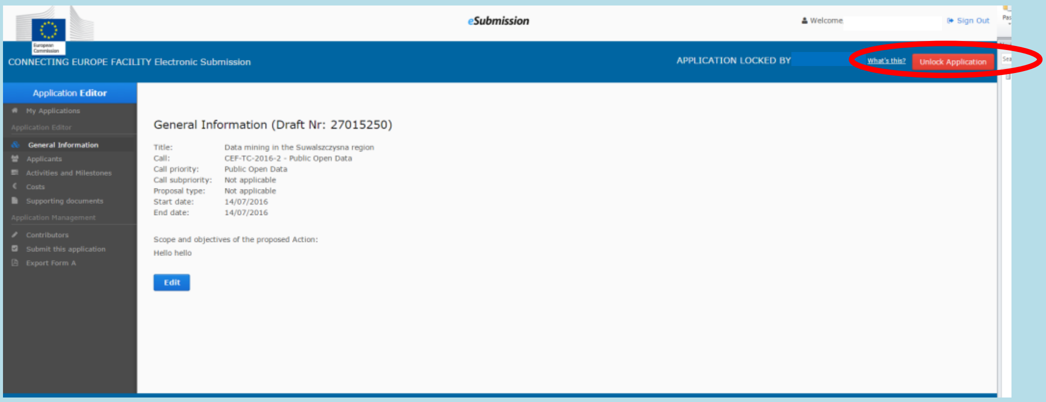


Click the "Add contributor" button and enter in the box as indicated the contributor's exact e-mail address associated with his/her ECAS account. Please note that only those users registered in ECAS (European Commission Authentication System) will be permitted. (If the contributor is not yet registered in ECAS, please see section 7 for details on how to do this.)

Check the "Contributor restricted to read-only access" box if this person should only have read-only access to the application (i.e. no 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) creates the application in the first place and subsequently adds the contributors, as appropriate.

- *<u>Locking/unlocking an application:</u> If several users have access to the same application, the application is automatically locked as soon as one of the users starts to edit the information. To unlock the application form so that other contributors can edit it, click on the red "Unlock Application" box in the upper right corner of the screen.*



- *Inputting any data will once again lock the application. No simultaneous editing is possible. Click on the "What's this?" link next to the "Unlock Application" for more information.*

HOW TO FILL IN PART A

General information (A1)

The general information section includes information on the proposed Action's timing and scope.

After creating an application, click on the "Edit" button under the "General information" section in order to edit the details entered during the creation of the application.

Scope and objectives of the proposed Action: Add a concise summary addressing the proposed Action's scope and objectives, which should be no more than 2000 characters. This summary will 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. Clarity and conciseness are therefore important.

At this stage, it will no longer be possible to change the call under which the application is being prepared. If the proposed Action addresses a different call for proposals, follow the steps described above to create a new application.

Information on the **Start** and **End date** of the proposed Action is displayed in the general information section but is not editable. The dates shown are calculated automatically based on the earliest starting date and latest end date of the activities of the Action entered in TENtec (see section "Activities and Milestones" below).

The start date of the Action is the day on which the implementation of an Action actually begins, as stated in the grant agreement. It also corresponds to the date from which costs may be considered eligible. For actions supported under these calls, costs may be eligible at the earliest as from the date on which the application is submitted. The end date must be consistent with the indicative duration as specified in section 12.2.2 of the specific call text:

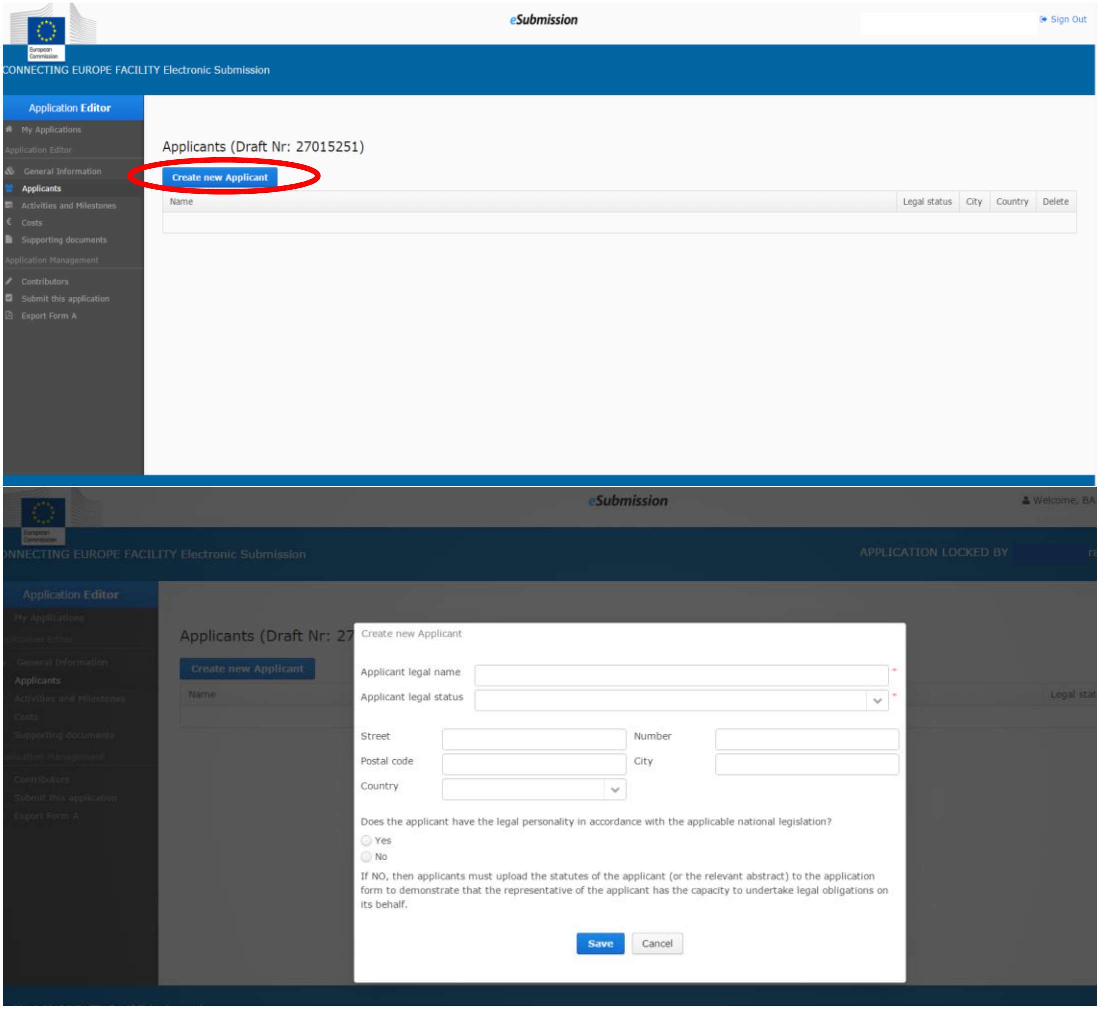
2016-3	
Automated Translation	18 months
Cyber Security	24 months
eInvoicing	12 months
Europeana	18 months
2016-4	
Safer Internet	30 months

Applicants (A2-A2.4)

The applicants section includes the administrative and contact information of all the applicants. Make sure to refer to the relevant call text (section 8.2) which lists any specific requirements concerning consortium composition.

In the TENtec eSubmission module's "Applicants" section, click on the "Create new applicant" button and provide the applicant's official legal name, general administrative data and its legal status among the following options:

1. Member State/EEA country[3]
2. 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[4]



[3] For the purposes of this call, applicants from Norway and Iceland are referred to as EEA countries and can participate with the same rights, obligations and requirements as EU Member States. Applicants from Liechtenstein are considered as third country applicants for this call.

[4] For the purposes of this call, a Joint Undertaking is an entity defined in Article 187 of the Treaty on the Functioning of the European Union, see http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A12012E%2FTXT

Please see the Glossary for definitions and examples.

Applicants that fall within categories 3, 4, 5, 6, or 8 must specify whether they have the legal personality in accordance with the applicable national legislation. In the absence of legal personality, the applicants concerned must provide their statutes (or the relevant abstracts) demonstrating that their representative has the capacity to undertake legal obligations on their behalf. Upload this information in the TENtec eSubmission module's "Supporting documents" section in the top part "Required documents related to the applicant(s)", using a single zip file if there are multiple documents *(see section 4.6 of this Guide)*.

If there is more than one applicant in a proposal, follow the steps listed above to add another applicant. All applicants will appear in a summary table on the "Applicants" page.

Note that some calls include a consortium composition criterion in section 8.2 of the call text. To be taken into account as part of the required number of consortium members, an entity must participate as an applicant in a proposal.

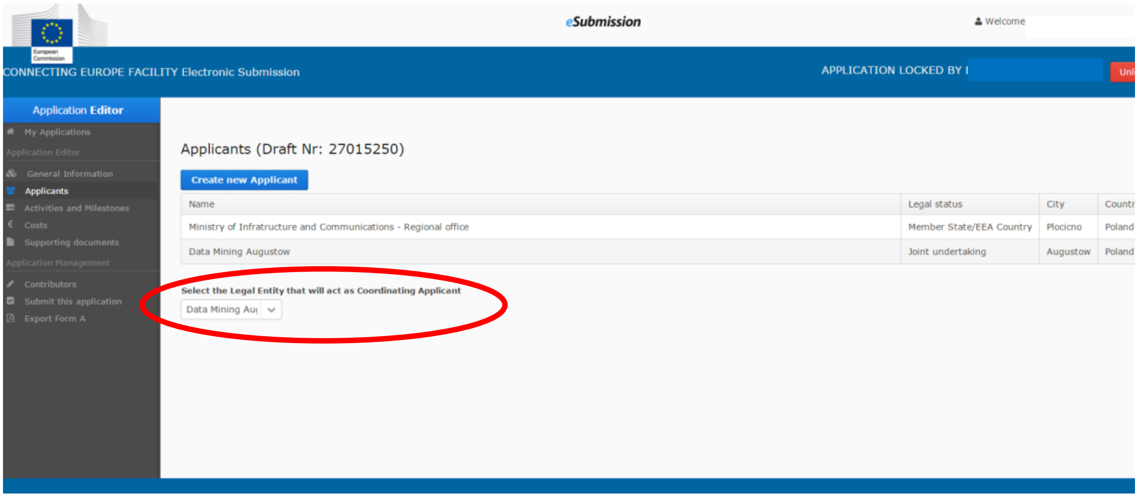
Consortium composition

2016-3	
Automated Translation	Minimum of 3 applicants from three different Member States
Cyber Security	Single n/g CERT/CSIRT or consortia of several n/g CERT/CSIRTs based in one or more Member States; exceptionally sectoral CERTs/CSIRTs may submit proposals or be part of consortia
eInvoicing	Minimum of 4 applicants from one or more Member States
Europeana	Minimum of 3 applicants from three different Member States
2016-4	
Safer Internet	Proposals may only be submitted by a Member State or by entities established in a Member State or EEA country participating in the CEF Telecom programme where no Safer Internet Centre was selected for support under the previous Safer Internet call[5]

***Coordinating applicant*:** The coordinating applicant leads and represents all of the applicants and acts as the point of contact with the Commission and/or INEA during the application phase. Applicants of multi-applicant proposals must designate a coordinating applicant.

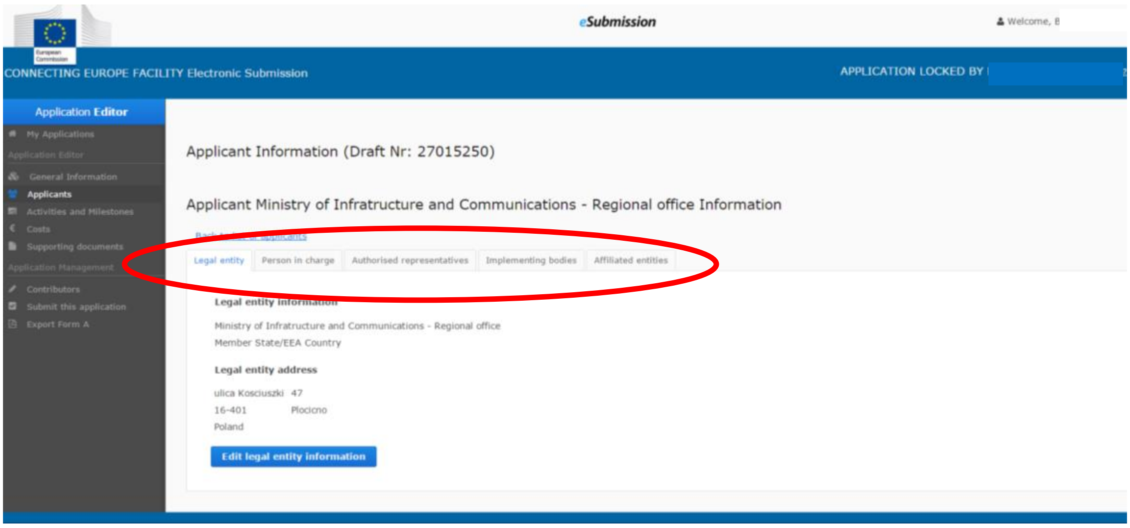
To do this, in the TENtec eSubmission module's "Applicants" section, select from the drop down menu the legal entity that will act as the coordinating applicant. The person indicated to be the person in charge at this entity will automatically be considered the first contact point for the application, if necessary during or after the evaluation process.

[5] CEF-TC-2015-1 of the 2015 work programme, see https://ec.europa.eu/inea/sites/inea/files/2015-1-selected_proposals.pdf for the list of selected projects



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[6].

Other information is also requested about the applicants. In the "Applicants" section of the TENtec eSubmission module, click on the applicant's name and a new window with five tabs will open.



Legal entity: In this tab, provide the information concerning the legal entity of the applicant by clicking on the "Edit" button, including its name, legal status and administrative information.

Person in charge: The person indicated under this section will be considered as the first contact point of the application if necessary during or after the evaluation process. In this tab, provide the contact details of the person in charge of the proposal by clicking on the "Edit" button. Make sure to save any changes.

[6] See section II.1.3 of the model grant agreement, which outlines the general role and obligations of the coordinating beneficiary

Authorised representatives: In this tab, provide details about the person authorised to sign the application by clicking on the "Edit" button. The application form page containing these details must be printed and signed by the authorised representative *(see section 4.2 "Completion of part A").*

A second authorised representative may be entered by adding this information as indicated. Note that a second representative is purely optional and should only be added if the statutes of the applicant require joint representation.

Approval Ministry*:* In respect of the CEF Regulation, **EACH** applicant – except for Member State/EEA governments – must obtain the approval of the concerned EU Member State for the application to be eligible (form A2.3). The "concerned Member State/EEA country" is usually considered to be each Member State/EEA country in which the proposed Action will be implemented.

While in most cases, the "concerned Member State" will be the Member State of the establishment of an applicant, in cases in which an applicant takes part in a proposal located in a different Member State, the approval should be sought from the Member State where the proposal is being implemented.

Please note that this agreement does not constitute any commitment of the Member State(s) concerned to financially support the action proposed for funding. When the Member State is not the beneficiary of the financial aid, its agreement on the proposal does not make it liable legally and financially in case the beneficiary does not comply with the terms of the grant agreement.

Even if there is more than one applicant in a consortium from the same country, each individual applicant must have the Member State approval. If the relevant Member State approval is not obtained, the proposal will be considered not compliant with the eligibility criteria 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.

See also the section "Completion of part A" for additional information.

In the TENtec eSubmission module this tab will only appear if one of the following categories is selected for legal status of the applicant:

2. 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

Click on the "Edit" button to add the details of the Ministry and the name of its representative that is authorised to approve the application. It is expected that applications under CEF Telecom gather the support of the Ministry competent in the area of the given policy and/or the CEF. For a proposal submitted by an international organisation or EEIG, information from only one Member State/EEA country is sufficient to validate the participation of the proposal of this organisation/entity.

The application form page containing these details (form A2.3) must be completed and signed by the representative of the concerned EU Member State Ministry - see section 4.2 "Completion of part A".

In order to reduce the administrative burden, a Member State may provide one approval for all applicants from its Member State, as long as it is possible to verify for which applicants the approval applies. This can be done, for example, by attaching a letter explaining which applicants are covered by the signature on a signed A2.3 form. Alternatively, the applicants may use the Word version of the A2.3 form to include the details of all applicants that the Member State is providing its approval to and have this version of the form signed by the Member State.

Note that a Member State may have a particular process in place for providing its approval for proposals under CEF Telecom. It is strongly recommended that applicants contact the relevant Member State authorities as soon as possible when starting the proposal preparation to clarify any specific procedures or requirements for obtaining the approval. For this purpose, a list of Member State contact points is available on each of the individual call webpages.

In addition to providing the approval of the EU Member State/EEA country concerned, applicants that are third countries or entities established in third countries (other than EEA countries) must provide additional supporting documents *(see section 4.3.3 of this guide and section 8.1 of the call for proposals)*.

Implementing body*:* An implementing body is 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. This tab will appear only for applicants that are EU Member States/EEA countries and international organisations. All other applicants are not entitled to designate an implementing body.

Click the "Add implementing body" button and add the implementing body's name, legal status and administrative information. The information provided must allow the implementing body to be identified without ambiguity.

Multiple implementing bodies may be added, if applicable.

Please note however that implementing bodies are not considered applicants. In case the call includes consortium composition criteria in section 8.2 of the call text, only applicants will be taken into account as part of the required number of consortium members.

Affiliated entities: An affiliated entity is an entity affiliated to the beneficiary within the meaning of Article 122 of the Financial Regulation, available at the following link: http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32012R0966

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

Under this tab applicant(s) that wish to designate one or more affiliated entities to be involved in the implementation of the proposed Action must enter information for each entity involved in the proposal. Click the "Add affiliated entity" button and add the affiliated entity's name, legal status and administrative information.

Any designated affiliated entities must comply with the eligibility and selection criteria defined in the Work Programme and the respective call for proposals *(see also section 4.3.3 of this guide)*. Affiliated entities are not considered to be a part of the consortium and therefore are not taken into account when verifying the consortium composition against the requirements laid down in the call for proposals.

Activities and Milestones (A3.1)

The eSubmission module's "Activities and Milestones" section requests specific information about the proposed Action. See the examples at the end of this section for additional information.

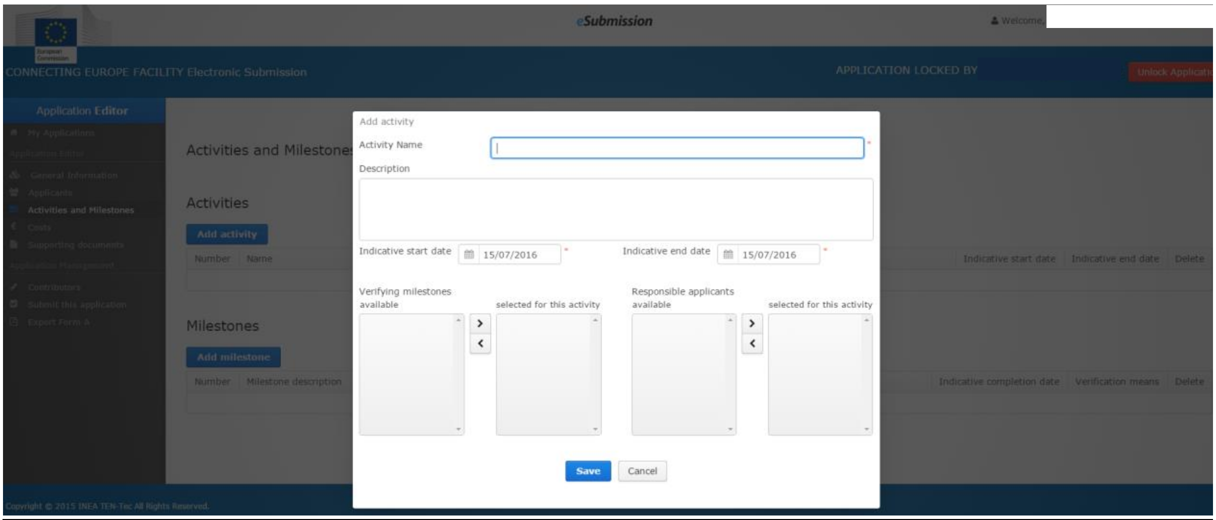
Activities: An activity is a part of the proposed Action that is distinct technically, financially or over time and which contributes to the completion of the proposed Action. "Activities" can also be compared to the term "work packages" used in project management methodologies and/or referred to in other EU programmes and calls.

Activities 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 one or more deliverables[7]. The description should encompass:

- the description of the tasks to be implemented
- list of deliverables and performance indicators, as relevant
- short description and estimated cost of any subcontracting element (if applicable – and note that further details on subcontracting will also be requested in section 2.6 of application form part D)
- indication of the person months effort for the activity
- description and estimated cost of any major cost item (other than personnel and subcontracting)

First click on the "Add activity" button and for each activity of the proposed Action, enter its name, description, start and end date. There is a 4000 character limit for the description. The earliest starting date and latest end date of the activities of the Action entered here will be displayed in the general information section in the TENtec eSubmission module *(see <u>General information (A1) above</u>).*

[7] A deliverable means a distinct output of the action, meaningful in terms of the action's overall workflow and objectives. Please provide both the <u>nature</u> of the deliverable: Report (R), Demonstrator (D), Specification (SP), Other (O), and the foreseen <u>dissemination level:</u> PU = Public, for wide dissemination, PP = Restricted to other programme participants, RE = Restricted to a group specified by the consortium, CO = Confidential, limited to the beneficiaries



Please note that no verifying milestones may be added to an activity (see below), before the activities are added. Indicate the responsible applicant(s) from the list.

Attach a Gantt chart of the proposed Action to application form part D detailing the critical path, including interdependencies and milestones of each activity *(see section 4.5 of this Guide)*.

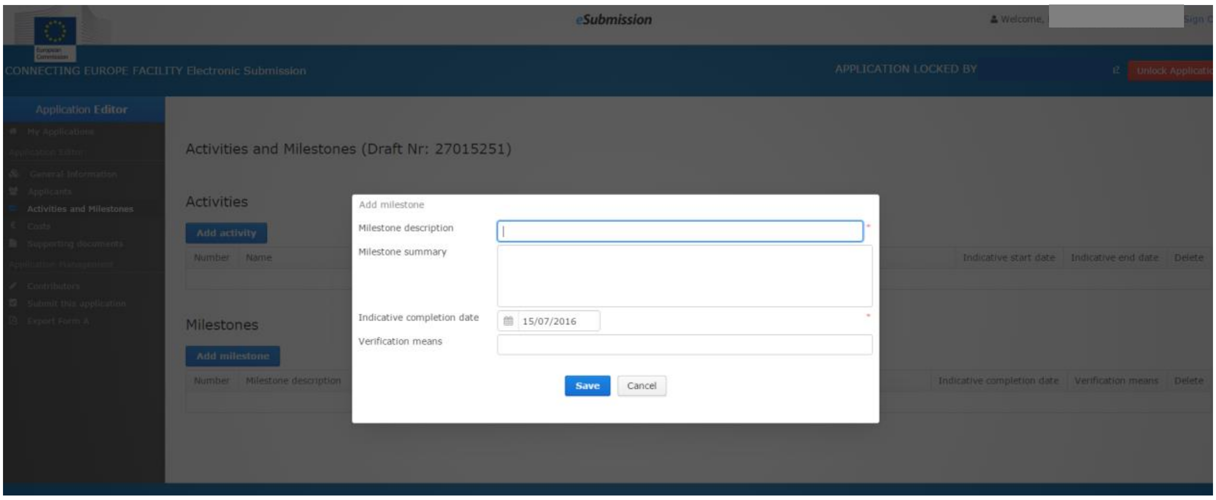
Milestones: Milestones indicate how the activity and its associated expected result(s) are progressing. The number of milestones per activity will depend on the complexity and duration of each activity. Each milestone should relate to at least one activity, have an expected date, and preferably any corresponding intermediate steps, including deliverables as relevant.

By definition, milestones are one-off events and therefore the means of verification should be easy and concrete. Examples of milestones include: publication of a tender, signature of contract, purchase of equipment, starting, completion of dissemination measure, etc.

- ✓ *In order to determine what is a milestone/verification, ask yourself: "Is this a major event in the project lifecycle?" If the answer is yes, then it is a milestone. Then ask yourself "How do I prove that this milestone has been achieved?" This answer is your means of verification.*

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.

First click on the "Add milestone" button and then enter its name, description, expected date and means will be used to verify its achievement/completion. Repeat this step to add multiple milestones. Then go back to the list of activities, click once on the selected activity and select the verifying milestone(s) and responsible applicant(s) attributed to the activity. Repeat as necessary to attribute milestones to all activities.



Examples of activities and milestones

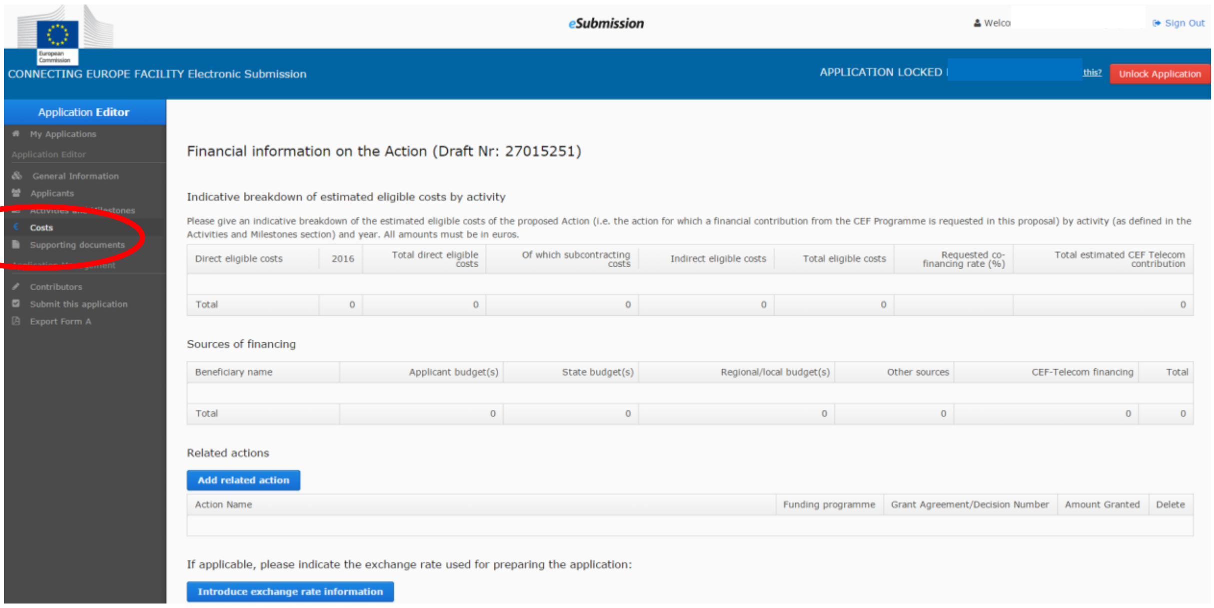
Please be aware that each DSI area is distinct and the examples listed below are for illustrative purposes only. Remember to establish the list of your activities and milestones based on the needs and scope of your action and in relation to the requirements of relevant call for proposals:

Activity name	Activity Description	Verifying Milestone
Validation of the national implementation/ gateway	The national implementation/gateway will undergo verification by the core service platform to establish its compliance with the reference model.	2, 4
Technical requirements analysis	This activity consists of the description and detailed analysis of technical and functional requirements. The definition and implementation of the common data model/technical specifications will be also undertaken as part of this activity.	1
Conformance testing	This activity will be comprised of testing the conformance of the national implementation against technical specifications.	3

Milestone number	Milestone description	Means of verification
1	Creation of approved technical requirements list	List of technical requirements
2	Completion of the set up of the national gateway/software implementation	URL of the service
3	Completion of the conformance tests against the conformance testing environment	Conformance test report
4	Review of the implementation by external experts	Experts' report

Costs (A3.2)

The "Costs" section of the TENtec eSubmission module is where all of the relevant budgetary and funding information related to the proposed Action should be provided.



Indicative breakdown of estimated eligible costs and EU contribution of the proposed action by applicant: In this table, click on an activity and enter an indicative breakdown of:

- direct eligible costs to be incurred during the implementation of the proposed Action per activity, per year
- amount which will be subcontracted
- requested funding rate
- indirect costs per activity (will be calculated automatically)

All amounts must be in euros.

> ✓ *In order to be able to add costs in this section, the activities and applicants responsible for carrying them out must first be added in the "Activities and Milestones" section of the TENtec eSubmission module.*

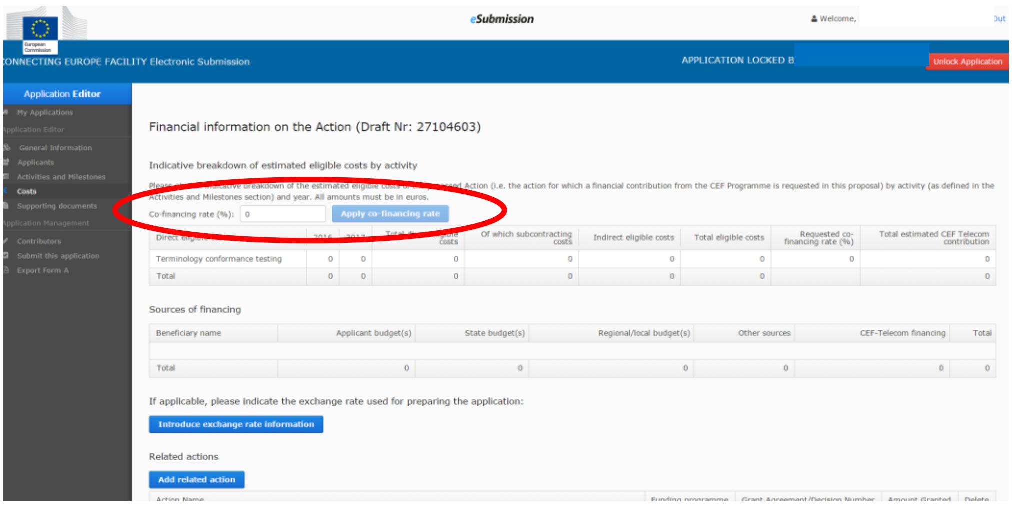
The total of eligible costs will be automatically calculated based on the entered information. The total estimated CEF Telecom contribution in this table must match the total CEF Telecom financing in the sources of financing table.

For information on the eligibility of costs, please refer to the relevant call text section 12.2.2, 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.

Indirect costs are those costs which are not identifiable as direct costs but are incurred in connection with the eligible direct costs of the action and will be reimbursed on the basis of a 7% flat rate of all eligible direct costs (minus subcontracting costs).

The requested co-financing rate will be the same for all activities of the action and for all applicants within the same activity and must not exceed the maximum co-funding rate specified in section 12.2.1 of the specific call text:

2016-3	
Automated Translation	75%
Cyber Security	75%
eInvoicing	75%
Europeana	50%
2016-4	
Safer Internet	50%



Enter the co-financing rate in the box and click on the "Apply the co-financing rate" button. The co-financing rate will then be automatically applied to all of the activities listed in the table. It will be the same for all activities of the action and for all applicants within the same activity.

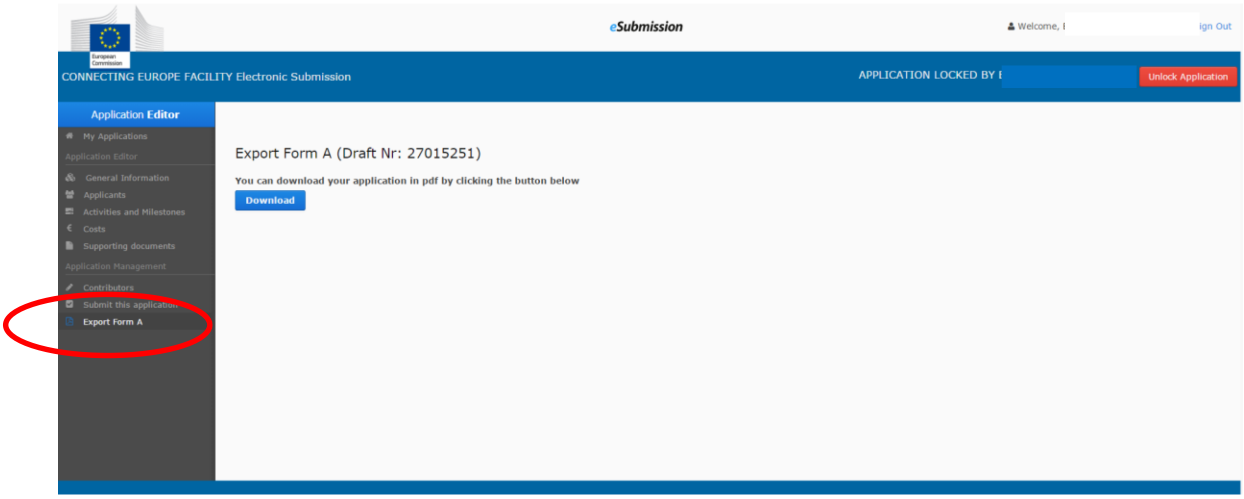
Sources of financing: Click on an applicant to indicate the financial contribution to the proposed Action from all applicable sources of financing, including applicant's own budget, state and regional/local budgets, other sources (e.g. contributions from third parties other than state or regional/local budgets) and the amount of CEF Telecom funding requested. This must be done <u>for each applicant</u>. For multi-applicant proposals, all sources of financing must be entered per applicant. All amounts must be in euros.

Related actions: List any EU grants already 85awarded to the applicant(s) that are related to the proposed Action by clicking the "Add related action" button. Provide the name of the action, the amount awarded in euros and the reference number of the signed grant agreement or adopted grant Decision.

Exchange rate: Specify the exchange rate used when preparing the application. In converting to euros, 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.

HOW TO COMPLETE PART A

After part A is fully encoded but before it is submitted, print it out using the TENtec eSubmission module's "Export Form A" section.



Consult the print out and please note the following:

- For multi-applicant proposals, sections A2.2 (i.e. the form that includes the administrative details and the signature of each applicant certifying its participation) must be dated and signed **by each applicant** (if applicable). Each A2.2 form must be scanned and uploaded as a supporting document before proposal submission.
  - If section A2.2 is not signed by an 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.
- The section A2.3 (i.e the form certifying Member State approval) must be completed and signed by the concerned EU Member State **for each applicant** (if applicable), even if there is more than one applicant from the same country.
- In order to reduce administrative burden, a Member State may provide one approval to all applicants from its Member State, as long as it is possible to verify for which applicants the approval applies. This can be done, for example, by:

- attaching a letter explaining which applicants are covered by the signature on a signed A2.3 form.
- using the Word version of the A2.3 form to include the details of all applicants that the Member State is providing its approval to. The Member State should then sign this version of the form.

All documents must be scanned and uploaded as "Supporting Documents" before proposal submission *(see section 4.6 of this Guide)*. Please see also "Approval Ministry" section on page 10.

- If section A2.3 (and the supporting letter as described above) is not completed, signed by the concerned Member State (when required), and included in the application, the proposal will be considered not compliant with the eligibility criteria 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.

- Please note that the completed A2.3 form with the DRAFT watermark will be accepted.

- Applicants must keep the originals and provide them to INEA/Commission upon request.

- All finalised documents should be uploaded to the TENtec eSubmission module and should be clearly named to allow their easy identification *(See section 4.6 of this Guide)*.

- Advanced electronic signatures based on a qualified certificate[8] in the meaning of the as defined by the eIDAS Regulation[9] and which comply with the signature formats specified in Commission Implementing Decision 2015/1506 will be accepted.. If a document is e-signed, a printable version of the document must be uploaded in the TENTec eSubmission module.

4.3. Part B: Administrative information on applicants

Part B contains the administrative information on applicant(s) and information used to demonstrate compliance with financial and operational capacity.

Complete application form part B following the instructions provided on the form.

For multi-applicant proposals, the relevant parts of application form part B must be completed for each applicant. (Please refer to the proposal checklist (available on all call webpages) for a reminder about which annex(es) of part B must be provided with the application, as described below.)

✓ *Part B and its relevant annexes/supporting documents must be uploaded in the TENtec eSubmission module's "Supporting Documents" section (see section 4.6 of this Guide)*

[8] For a list of trusted certificate providers please see: https://ec.europa.eu/information_society/policy/esignature/trusted-list

[9] EU Regulation 910/2014 on electronic identification and trust services for electronic transactions in the internal market

Legal Entity form (LEF)

All applicants and their designated affiliated entities - except Member States/Member State regions and provinces, EEA countries and third countries - must upload the completed Legal Entity form (LEF) in the TENtec eSubmission module's "Supporting documents" section, under "Required documents related to the applicant(s)". (For affiliated entities or implementing bodies this should be done under "Additional documents"). The LEF can be downloaded in editable form in all EU languages at the following link:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm.

If applicable, the additional documents referred to in the LEF (register(s) of companies, official gazette, VAT registration, etc) should also be uploaded in the TENtec eSubmission module in the "Supporting documents" section under "Additional documents for the application" *(see section 4.6 of this Guide)*.

Grounds for exclusion

All applicants and their designated affiliated entities - except Member States/EEA countries, Member State regions and provinces of the EU, and third countries - must also complete and sign the declaration form in annex B-I and annex B-II of application form part B, as applicable. These documents should be uploaded in the TENtec eSubmission module's "Supporting documents" section under "Additional documents for the application" *(see section 4.6 of this Guide)*.

Financial Identification form

The applicant in a single-applicant proposal or ONLY the coordinating applicant in a multi-applicant proposal must provide the official Financial Identification form, available in all EU languages at the following link:

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

Upload the completed and stamped form in the TENtec eSubmission module's "Supporting documents" section, under "Required documents related to the applicant(s)" *(see section 4.6 of this Guide)*. If applicable, any additional documents referred to in the form (e.g. recent bank statement) should be uploaded under "Additional documents for the application".

Requirements on financial and operational capacity

Applicants must mark their legal status among the following categories:

1. Member State/EEA country
2. Third country
3. Public sector undertaking or body established in the EU/EEA
4. Private sector 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 fall under categories 4, 5, 6, and 8 above must prove that they have the financial and operational capacity to carry out the proposed Action.

Applicants that fall under categories 1, 2, 3, 7, and 9 are exempt from demonstrating the financial and operational capacity. In addition, applicants which fall under category 8 are exempt from demonstrating financial and operational capacity if they are at least 50% owned by public body(ies).

For multi-applicant proposals, the table in application form part B must also be completed, confirming for each applicant that is required to demonstrate the financial and operational capacity that the relevant supporting documentation is provided with the proposal. Rows may be added as required. Any missing documentation proving the financial and operational capacity from one or more applicants must be explained.

Financial capacity check

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.

Only applicants that have to demonstrate their financial capacity (see above) must complete the financial capacity check form, which is available on each specific call webpage. Applicants must include 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.

Instructions on how to complete the Financial Capacity Check form are included in the "Introduction" worksheet of the form, but please note the following:

- For multi-applicant proposals, the financial capacity check form must be completed separately by each applicant.

- In the "Overview" tab, an applicant must enter key information about the amount of the grant requested, its role in the proposed Action, and it organisation. Please note that the total amount that will be co-financed by the Commission refers to the amount of grant requested by this specific applicant.

- Applicants must complete the "Balance Sheet" and "Profit and Loss Account" worksheets of this form, along with information about the most recent completed annual accounting exercise of their organisation. For ease of reference, the translated terminology which can be used by an applicant's accounting department is available in French, German and English in the "Translations" worksheet.

- Please note that a "weak" conclusion for an individual applicant does not automatically exclude the applicant or the proposal itself from being evaluated. The potential impact will be thoroughly assessed on a case by case basis and may give ground to further steps to be undertaken by the involved applicants, such a request for a financial guarantee in case a pre-financing payment is requested.

- The Financial Capacity Check form includes templates for financial guarantees. However, please note that such guarantee does not need to be provided at the time of the application and will be requested for relevant applicants during the grant agreement preparation.

After completion, upload the form in Excel format in the "Supporting Documents" section of the TENtec eSubmission module, under "Additional documents for the application" *(see section 4.6 of this Guide)*. Any other supporting documents (see below) should also be uploaded in order to allow crosschecks on the reliability of the information provided.

In accordance with section 9.1 of each call for proposals, supporting documents include:

a. Requested grants lower than €60,000 (per applicant):
   - a declaration on the applicant's honour, replacing the Financial Capacity Check form described above

b. Requested grants equal to or higher than €60,000 (per applicant):
   - the completed Financial Capacity Check form
   - the profit and loss account and the balance sheet for the last financial year for which the accounts were closed
   - *(Only for newly created entities and/or applicants that do not have financial data available for the last financial year: the applicant must provide a letter of support from a third party (another company such as the parent company or from another applicant in the same proposal). The letter of support must also be accompanied by the Financial Capacity Check form completed by the party providing support, including the relevant annexes (financial statements for the last year) and showing a 'satisfactory' or 'good' ratio analysis.*

c. Requested grants higher than €750,000 (per applicant):
   - the completed Financial Capacity Check form
   - the profit and loss account and the balance sheet for the last financial year for which the accounts were closed
   - an audit report produced by an approved external auditor certifying the accounts for the last financial year available
   - *(Only for newly created entities and/or applicants that do not have financial data available for the last financial year: the applicant must provide a letter of support from a third party (another company such as the parent company or from another applicant in the same proposal). The letter of support must also be accompanied by the Financial Capacity Check form completed by the party providing support, including the relevant annexes (financial statements for the last year) and showing a 'satisfactory' or 'good' ratio analysis.*

For the financial documents:
- Submit <u>only</u> those reference documents containing the data used to complete the Financial Capacity Check form
- Make a clear link between the figures entered in the Financial Capacity Check form and the submitted supporting documents. (To ensure this, add the electronic Excel table indicating the aggregated amounts).

Operational capacity check

Applicants <u>that are required to demonstrate their operational capacity</u> must submit appropriate documents attesting that they have the technical and operational capacity to complete the proposed Action, complementing the equivalent information provided in application form part D, in particular sections D2.3. These may include proof of adequate professional qualifications of the team responsible for implementing the proposed Action, proof of recent experience in carrying out similar or related actions, or evidence of previous cooperation with European or international bodies.

Upload these documents in the "Supporting Documents" section of the TENtec eSubmission module, under "Additional documents for the application" *(see section 4.6 of this Guide)*.

Designated affiliated entities

In the event that the designated affiliated entities will be the only ones implementing the proposed Action, they must demonstrate they have the financial and operational capacity if the proposal is selected for funding. Documents demonstrating the financial and operational capacity do not need to be submitted at the time of the application but will be requested during grant agreement preparation. If unsatisfactory, the affiliated entity concerned may not be included in the grant agreement.

In addition, complete the table as indicated in application form part B under "Designated affiliated entities", adding rows as needed.

Requirements for applicants that are third countries or entities established in third countries

Applications submitted by third countries and entities established in third countries must include the agreement of an EU Member State/EEA country concerned by the proposed Action *(see "Approval Ministry" in section 4.2 of this guide).*

In addition, Annex B-III – the proof of support of the third country authorities for entities established in third countries - must be provided. Upload the completed and signed Annex B-III in the "Supporting Documents" section of the TENtec eSubmission module, under "Additional documents for the application".

Annex B-IV - the declaration justifying the **necessary** and **indispensable** participation of the third country applicant - must also be completed and signed by the representative of the EU Member State/EEA country applicant in the proposal. Upload the completed and signed Annex B-IV form in the "Supporting Documents" section of the TENtec eSubmission module, under "Additional documents for the application".

4.4. Part C: Compliance with EU policy and law

The purpose of this part of the application form 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.

> ✓ *Part C must be uploaded in the TENtec eSubmission module's "Supporting Documents" section under "Required documents for the application" (see section 4.6 of this Guide).*

Section I: Compatibility with EU law on public procurement

Directive 2004/18/EC[10] and Directive 2004/17/EC[11] 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.

[10] 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)

[11] 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)

Indicate whether the proposed Action is compliant with the two above-mentioned EU Directives on public procurement. If no, provide further information on public procurements planned during the implementation of the proposed Action and compliance with EU law.

Section II: Other sources of EU funding

Indicate if the proposed Action or any part thereof has already benefitted or is expected to benefit from any other source of EU funding.

If yes, provide detailed information on the EU financial programme (e.g. European Regional Development Fund, Cohesion Fund, Seventh Framework Programme for Research and Technological Development (FP7), Horizon 2020, Competitiveness and Innovation Programme), amount allocated, references of relevant grant Decisions/grant agreements, activities supported, beneficiary(-ies), etc.

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

4.5. 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.

> ✓ *Part D and its relevant annexes/supporting documents must be uploaded in the TENtec eSubmission module's "Supporting Documents" section under "Required documents for the application" (see section 4.6 of this Guide). Don't forget to include a Gantt chart of the proposed Action with part D detailing the critical path, including interdependencies and milestones of each activity.*

<u>It is very important to answer all of the questions in part D as comprehensively as possible</u> and to include all information relevant for the evaluation of the proposal within the application form. 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. The absence/incompleteness 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 structured in the following sections, mirroring the award criteria:

1. Relevance: contribution of the proposed Action to the Work Programme and call
2. Quality and efficiency of the implementation
3. Impact and sustainability

The following guidance indicates the <u>minimum</u> information that needs to be provided in each section of part D, but please note that 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 in which no information exists or 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.

Application form part D should not exceed **30 pages**, all tables included. Don't forget to include a Gantt chart of the proposed Action detailing the critical path, including interdependencies and milestones of each activity.

Section 1 - Relevance to work programme

Please provide information on:

- How the proposal meets the requirements for the deployment of the Digital Service Infrastructure described in chapter 3 of the amended 2016 Work Programme and in the specific call for proposals text, specifically regarding the description of actions supported, benefits and expected outcomes as well as operation and stakeholder involvement. Where the Work Programme or the specific call for proposals outline technical specifications or components of the DSI, include information to clearly demonstrate how these requirements will be implemented in the proposed Action.
- How the proposal is aligned with relevant policies, strategies and activities at European and national level

In considering the above elements, please consider how the proposal contributes to the overall CEF Telecom objectives (i.e. supporting economic growth, helping to improve daily life for citizens, businesses and public authorities, and digital inclusion)

Section 2 – Quality and efficiency of the implementation

Q2.1 - Maturity of the proposed Action

Please provide information on:

- How the 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
- How the proposal, if applicable, builds on Building Block DSIs as listed in Section 1.1 of the Annex to the CEF Telecom Regulation
- How the proposal integrates, builds and follows on from pre-existing work, as outlined in chapter 3 of the amended 2016 Work Programme, as well as the call text. If applicable, provide necessary details (including architecture and deliverables) regarding relevant existing technical solutions and/or those targeted by the action.

Q2.2 - 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 applicants will be able to work together effectively.

Q2.3 – Risk assessment

- Fill in the table on the application form with any critical risks that may hamper the achievement of the objectives of the proposed 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:

  - Possible risks (linked to specific activities)
  - Potential impact (delays, cost overruns, cancellation, redesign, etc.)
  - Likelihood/probability of occurrence (of the event)
  - Identified remedial actions undertaken or planned, including all types of planned risk responses

Q2.4 – Pending legal/administrative/technical issues

- Describe any issues of a legal/administrative/technical/other nature which remain to be settled before the activities can start (e.g. pending award of a contract, etc.).
- Specify whether any of the issues can impact the start date of the action/timely delivery of the action. Provide information coherent with the risk assessment grid in Q2.3.

Q2.5 – Consortium and consortium members

Information provided in this section will be used to assess operational capacity, in addition to those documents requested in application form part B.

- Describe the consortium as a whole and how it matches the objectives of the proposed Action. Explain what each applicant's contribution to the Action is and how the applicants complement one another (and cover the value chain, where appropriate).

For each member of the consortium, please:

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

For single-applicant proposals, applicants should cover the points listed above – i.e. justify that its profile matches the tasks of the proposed Action, provide CVs, and include any other relevant information and how it matches objectives of proposed Action.

Q2.6 – Subcontracting of tasks forming part of the action

- If applicable, provide further information on the planned subcontracting activities as indicated in the Activities & Milestones section of application form part A (3.1) (i.e. implementation by a third party of tasks forming part of the action), including:
  - Description of the tasks to be subcontracted
  - Method of selecting subcontractors and type of public procurement procedures used, if applicable

Q2.7 – Security, privacy, inclusiveness and accessibility

- Describe the appropriate attention paid to the proposed Action's security and privacy and, where relevant, inclusiveness and accessibility issues.

Q2.8 – National support

- Describe the extent to which the proposed Action demonstrates support from national authorities and, where relevant, industry and NGOs.

Section 3 – Impact and sustainability

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 the 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.
- 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 – Annexes

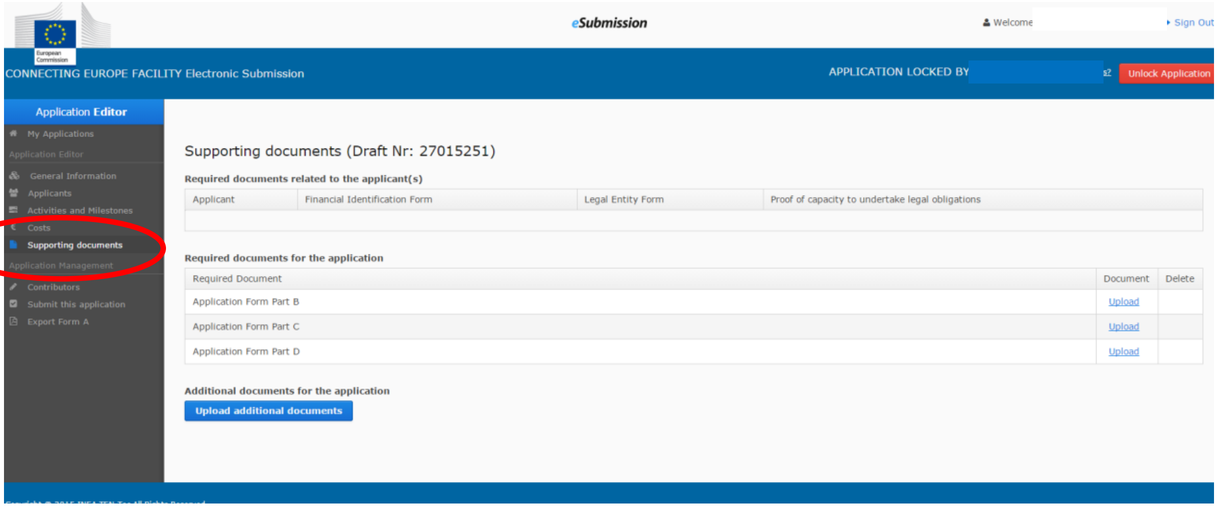
List and number all the annexes attached to the application form and uploaded in the TENtec eSubmission module.

All relevant information for assessing the proposal must be provided in the application form. If additional information to support, illustrate or provide evidence in support of an element described in the application form is considered necessary, these may be included in annex, but please be aware that these are not systematically read during the evaluation.

- ✓ *Avoid sending extensive annexes, since only reasonable amounts of (supporting) information about relevant statements in the proposal can be processed during the evaluation. Executive summaries could be one way to provide information instead of entire documents.*
- ✓ *Any supporting annexes included must be clearly referred to and the relevant parts summarised in the application forms.*

4.6 Supporting documents

In order to submit the application, application form parts B, C and D as described above and the required supporting documents as indicated for application form parts A must be uploaded in the TENtec eSubmission module's "Supporting Documents" section.



If possible, please (re)name files with clear, easy recognisable, appropriate English file names (ex. "Legal statutes_Applicant_xx", "A2.2_form_applicant_zz") as this will help the evaluators when they are looking at the documents.

Document type	To upload/provide
Required documents related to the applicant(s)	• Financial Identification Form (ONLY for the designated project coordinator) • Legal Entity Form *(if required, see section 4.3)* for each applicant and statutes (or the relevant abstracts), if an applicant is required to demonstrate that its representative has the capacity to undertake legal obligations *(see section 4.2 "Applicants").*
Required documents for the application	• Application form parts B, C and D.
Additional documents for the application	• Any other supporting documents (such as the completed A2.2 and A2.3 forms and the annexes of form B if they are completed separately) other than those indicated in the first two rows above. Make sure to clearly identify all documents by using appropriate file names!

5. Procedure for Submission of Proposals

✓ ***Please note that all items marked with an asterisk (*) in the TENtec eSubmission module indicate the minimum amount of information necessary to save the application in the system. Completion of all of remaining fields (except fax number) is required for the final submission of the proposal. In order to check the progress of the proposal completion, click on "Submit this Application". The list of missing elements will be displayed and which must be completed before the proposal can be successfully submitted. This can also be used as a checklist to ensure follow-up of the missing information, ideally well before the call deadline.***

5.1. Deadline for submission

The deadline for the submission of proposals is:

2016-3	
Automated Translation	**Thursday, 15 December 2016, 17:00.00 (Brussels time)**
Cyber Security	
eInvoicing	
Europeana	
2016-4	
Safer Internet	**Tuesday, 18 October 2016, 17:00.00 (Brussels time)**

All proposals not submitted in the TENtec eSubmission system by this deadline will be considered as late and will not be evaluated.

As a reminder:

- 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 encoded directly in the TENtec eSubmission module.
    - **Application form parts B, C, D** and their annexes must be completed, scanned where applicable and uploaded in the TENtec eSubmission module's "Supporting Documents" section under "Required documents for the application" before the proposal submission *(see section 4.6 of this Guide)*.
- For any parts of the application requiring signatures (i.e. forms A2.2, A2.3, annexes B-I, B-II, and B-III), the signed and dated originals must be scanned and uploaded in the TENtec eSubmission module's "Supporting Documents" section under "Additional documents for the application" *(see section 4.6 of this Guide)*.
- Advanced electronic signatures based on a qualified certificate[12] in the meaning of the as defined by the eIDAS Regulation[13] and which comply with the signature formats specified in Commission Implementing Decision 2015/1506 will be accepted. If a document is e-signed, a printable version of the document must be uploaded in the TENTec eSubmission module.
- Emails or paper copies sent to the Agency will not be admissible.

Deleting the proposal

Applicants have the possibility of deleting any draft proposals before they are submitted. Go to the "My applications" section of the TENtec eSubmission module and click on the "Delete" button in the Status column for that proposal. Please note that after a proposal

[12] For a list of trusted certificate providers please see: https://ec.europa.eu/information_society/policy/esignature/trusted-list

[13] EU Regulation 910/2014 on electronic identification and trust services for electronic transactions in the internal market

is deleted, the deletion is permanent and the proposal cannot be recovered from the system.

Submitting the proposal

Once all the information has been filled in and all of the application form parts and supporting documents have been uploaded, go to the "Submit this application" section of the TENtec eSubmission module. ***This section will display any missing information that must be provided before the application can be submitted*** *(see second box on page 24).*

Only the user that has created the application can submit the application. Click on the "Submit this application" button and reconfirm.

The proposal code, which is automatically generated during submission of an application, will appear in the right column of the onscreen table and on the printout of the application form part A following submission. This code will be used by INEA to identify the proposal during the evaluation as well as during the subsequent steps, if the proposal is selected for funding. Use this proposal code when communicating with INEA after the submission of proposal.

After the proposal has been submitted, the user that has created and submitted the application will receive an automatic e-mail acknowledgement of receipt of the application. This e-mail should not be taken as an indication that the proposal is admissible, only that it was submitted.

Correcting, revising or withdrawing a submitted proposal

It is not possible to make changes to a proposal once it has been submitted. Applicants wishing to correct or revise their proposals must submit a new version of the proposal before the deadline which will replace the previous version.

Applicants who wish to withdraw an already submitted proposal may do this via the TENtec eSubmission module homepage. Click on the "Withdraw" button under the Status column for that proposal and confirm the selection. The status will change to "withdrawn" and the time/owner will be indicated. Please note that only the owner of a proposal (i.e. the user that has created the application in the first place) has the right to withdraw it. Withdrawn proposals are still visible (read-only) in the system, and the contents can be consulted and/or copied and pasted into other applications by both owners and contributors. However, once a proposal is withdrawn it cannot be resubmitted.

Applicants who have submitted a proposal must inform INEA as soon as possible via 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

For any further clarifications or information on the call, applicants are encouraged to regularly consult the INEA website and especially the individual call webpages, accessible via the following link:

https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2016-cef-telecom-calls-proposals

Online FAQs for both general and call-specific issues are available at the following link: https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/2016-cef-telecom-frequently-asked-questions.

Applicants should sign up for the e-mail notification service to inform them when new updates to the FAQs are posted online. See the above FAQ link for more information.

Please check the online FAQs before contacting the helpdesk, as your question(s) may already have been addressed. If not, any additional questions should be sent to the call helpdesk: INEA-CEF-Telecom-calls@ec.europa.eu. Please specify the call identifier/call area in the subject of the e-mail.

The helpdesk will not send individual replies to e-mails it receives. Answers to submitted questions will be published in the FAQs to ensure equal treatment of all potential applicants. Questions specific to a particular proposal and for which INEA's reply would provide a comparative advantage to applicants will not be answered.

Any questions related to the content of the calls should be submitted at the latest by the dates indicated below to ensure sufficient time for the last FAQ updates.

2016-3		
	Deadline for FAQ questions	Last FAQ update
Automated Translation	**Thursday, 1 December**	**Thursday, 8 December**
Cyber Security		
eInvoicing		
Europeana		
2016-4		
Safer Internet	**Tuesday, 4 October**	**Tuesday, 11 October**

In case of technical questions related to the TENtec eSubmission tool, the helpdesk will respond individually up 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 on each individual call page accessible via the following link: https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2016-cef-telecom-calls-proposals.

Personal data included in the application (name, title, organisation, contact information) may be shared with the concerned Member State representatives in the CEF Coordination Committee on a need to know basis in view of their role in the approval of proposals selected for funding as well as responsibilities under the CEF Regulation.

As specified in the call text, the personal details of applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, may be registered in by the Accounting Officer of the Commission in the Early Detection and Exclusion System (EDES) established by the Commission pursuant to Article 108(1) of Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the Union, as amended by Regulation (EU, Euratom) No 2015/1929 (OJ L 286, 30.10.2015, p. 1).

For more information on EDES (including the grounds for being registered in the database), please see http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm and the privacy statement at http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_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

Access point (eDelivery): eDelivery is a building block that enables secure and reliable exchange of structured, non-structured and/or binary data via a distributed network of Access Points. Thematic DSIs such as eInvoicing and others build their services by defining the content exchanged on top of eDelivery.

An Access Point is an implementation of the e-SENS AS4 Profile[14] (developed by e-SENS) or the PEPPOL AS2 Profile (developed by OpenPEPPOL)[15], or both. The Service Metadata Publisher (SMP) is an implementation of the SMP Specification originally developed by PEPPOL[16] or the SMP profile developed by e-SENS[17] on top of the OASIS SMP Specification[18]. The specifications of CEF eDelivery are profiles, meaning that several options of the original technical specifications were narrowed down in order to increase consistency and interoperability, as well as simplify deployment.

Acknowledgement of receipt: An email sent to applicants confirming that their proposal was successfully submitted in TENtec.

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. An action is made up of one or more activities (see below).

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: an entity affiliated to the beneficiary within the meaning of Article 122 of the Financial Regulation, available at the following link: http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32012R0966

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. When the call for proposals includes a consortium composition requirement, the number of applicants needs to be equal or greater than the number of entities required for consortium composition.

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 quality* and *implementation*.

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14 http://wiki.ds.unipi.gr/display/ESENS/PR+-+AS4
15 http://www.peppol.eu/ressource-library/technical-specifications/infrastructure-resources
16 Idem
17 http://wiki.ds.unipi.gr/display/ESENS/PR+-+SMP
18 http://docs.oasis-open.org/bdxr/bdx-smp/v1.0/csprd01/bdx-smp-v1.0-csprd01.html

B

Beneficiary: Entity designated as such in a grant agreement signed with INEA. Applicants whose proposals are 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, including specific details regarding the nature of the actions that may be supported

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 first point of contact with INEA during the application phase. A coordinating applicant may not necessarily become the coordinator of the Action in the grant agreement.

Consensus 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 accepted 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 applicant as such, in accordance with its accounting principles and its usual internal rules (for a detailed description, see Article II.19 of the model grant agreement).

E

End date: The end date is the date on which the implementation of an Action is expected to be completed.

European Economic Area (EEA) country: In the context of participation in the CEF Telecom calls for proposals these are currently Norway and Iceland

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

Eligible costs: The same meaning as in the Financial Regulation (see below). For a detailed description, see Article II.19 of the model grant agreement. Eligible costs refer to the part of the Action's costs taken into consideration by the Commission for the calculation of the EU financial aid and which comply with eligibility criteria as laid down in Article II.19 of the model grant agreement. For Actions supported under this call, expenditure may be eligible as from the date the application is submitted at the earliest.

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

ERDF: European Regional Development Fund

ESIF: European Structural and Investment Funds.

Evaluation: The process by which proposals are/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: A form to provide detailed information to identity a company/organisation. 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). See: http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=celex%3A32012R0966

G

Gantt: A project planning tool used to represent the timing of tasks required to complete a project. Gantt diagrams are used by most project managers for all but the most complex projects. It should be included with application form part D.

Grant: Direct financial contributions covered by a written agreement, by way of donation, from the EU budget in order to finance 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 INEA and an applicant whose proposal has been favourably evaluated, and when funds are available

I

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, when required, in compliance with the applicable EU and national public procurement rules. Please note that implementing bodies are not considered applicants. In case the call includes consortium composition criteria in section 8.2 of the call text, only applicants will be taken into account as part of the required number of consortium members.

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.

J

Joint Undertaking: Joint Undertaking refers to entities set up by the Union necessary for the efficient execution of Union research, technological development and demonstration programmes (Article 187 of the Treaty on the Functioning of the European Union).

L

Legal entity form: A European Commission form used to collect information about legal coordinates so that they can be recorded in the "Legal Entity File (LEF)" managed by the Accounting Officer of the Commission. Under the terms of the regulatory provisions, the INEA cannot launch awarding procedures for a contract or a subvention, nor can proceed to the authorization of payments in beneficiary's favour, as long as the legal coordinates are not recorded and centrally validated.

M

Means of verification: Means by which the completion of a milestone will be measured. It must be specific, measurable, achievable, relevant and time-related – for example the issuing of a certificate of acceptance, the signature of a contract by the last contractual party, etc.

Member State: State member of the European Union. In the context of the CEF, the Member State approval of an application may be provided by <u>any Ministry</u> entitled to represent the Member State authority. It is expected that applications under CEF Telecom gather the support of the Ministry competent in the area of the given policy and/or the CEF.

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").

P

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 for a proposed Action as a complete package, including application form parts A, B, C and D and their relevant annexes, as specified in the call for proposals.

Public entity: see "public sector body"

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 organisations. 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

Example: cities, municipalities, public universities

R

Reserve list: A list that may be drawn up, if appropriate, listing the 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. For actions supported under this call, costs may be eligible at the earliest as from the date on which the application is submitted.

T

TENtec: Interactive Information System for Trans-European Networks

TENtec eSubmission module: The IT tool used to manage the CEF projects during their entire lifecycle and enables the electronic submission of proposals under the CEF calls. It allows electronic encoding of application form part A and the uploading of its other parts (B, C, D) and their respective annexes

Third country: any neighbouring or other country with which the EU may cooperate to achieve the objectives pursued in this case by the CEF Regulation

Thresholds: For a proposal to be considered for funding, the evaluation scores for individual criteria must reach certain thresholds. An overall threshold may also apply.

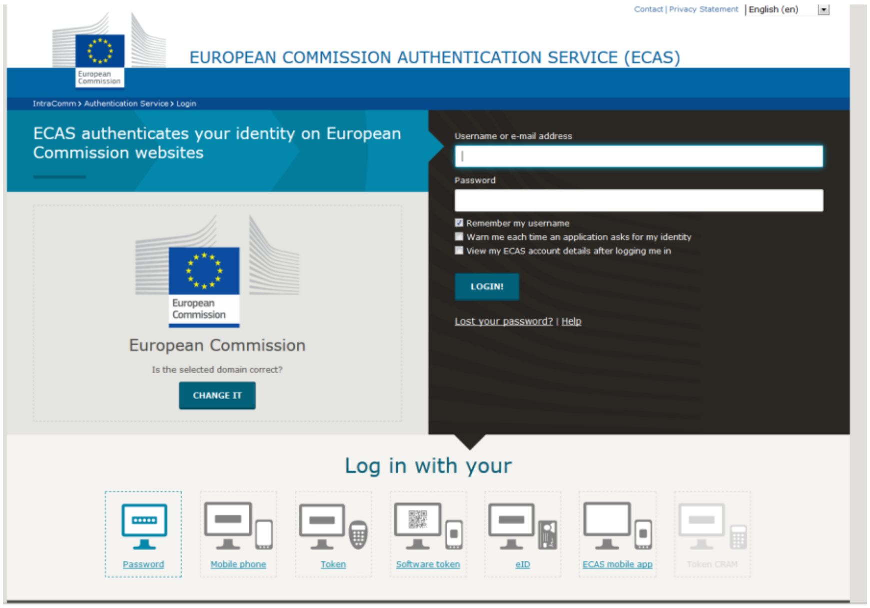
U

Unique proposal code: The proposal code automatically generated by the TENtec eSubmission module 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, the schedule and details of the calls for proposals, indicative budgets, and the evaluation procedure.

7. Creating an ECAS (European Commission Authentication System) account/registering in TENtec



ECAS

1. Go to the ECAS register page (https://webgate.ec.europa.eu/cas) and enter:

- a user name
- your first name, last name and e-mail address and
- the displayed security code.

2. Select "Sign up"

3. You will receive an e-mail to the address that you specified, containing a link you can use to complete the registration process.

4. Click the link and you will be asked to choose and confirm a password.

5. Go to the TENtec eSubmission website (link is available on each call page).

6. Click "LOGIN" and log in with your ECAS user name and password.

TENtec

All first-time users of the TENtec eSubmission system must also register their ECAS accounts in TENtec.

1. Click on the following link:
https://webgate.ec.europa.eu/tentec/grant/asreport/registration

2. After completing the details, you will see a screen confirming that the registration was successful, and there will be a link to the TENtec portal on the page.