



# **CEF TELECOM 2019 CALLS FOR PROPOSALS**

## **CEF-TC-2019-2**

- CEF-TC-2019-2 - Cybersecurity
- CEF-TC-2019-2 - eProcurement
- CEF-TC-2019-2 - eHealth
- CEF-TC-2019-2 - European e-Justice
- CEF-TC-2019-2 - European Platform for Skills and Jobs
- CEF-TC-2019-2 - Public Open Data

# **Guide for Applicants**

Version 1.0 – 4 July 2019

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## 1. Introduction

The purpose of this Guide for Applicants is to provide guidance for 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-2019-2 call covering the following DSI (Digital Service Infrastructure) areas:

- Cybersecurity
- eProcurement
- eHealth
- European e-Justice
- European Platform for Digital Skills and Jobs
- Public Open Data

**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 legal bases indicated below.**

### 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 EU Login<sup>1</sup> (formerly 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) 2018/1046 on the financial rules applicable to the general budget of the Union
- **2019-20 Work Programme:** Commission Implementing Decision C(2019)1021 & Corrigendum C(2019)2782
- **Call texts:** Individual call for proposals addressing the DSIs 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/2019-cef-telecom-calls-proposals>.

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<sup>1</sup> In November 2016, the European Commission Authentication Service (ECAS) was replaced by EU Login.

## 2. Funding under the CEF Telecom 2019-20 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 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, in its part dedicated to the digital services infrastructure, is designed to deploy this infrastructure across the EU, based on mature technical and organisational solutions to support exchanges and collaboration between citizens, businesses and public authorities. CEF Telecom focuses on providing functioning services which are ready to be deployed and which will be maintained over time, as opposed to developing pilots or technologies.

The vision for CEF Telecom is that by 2020 it will deliver concrete benefits to citizens, businesses and administrations across the EU through mutually reinforcing and complementary digital service infrastructures, including supercomputers, and broadband networks, making the Digital Single Market more effective and contributing to economic growth.

The 2019-2 call will fund five well-established DSIs:

- **Cybersecurity**
- **eProcurement**
- **eHealth**
- **European e-Justice**
- **Public Open Data**

**Public Open Data and eProcurement** have received funding annually since 2015, while **Cybersecurity and European e-Justice** calls have occurred annually since 2016. **eHealth** was funded under the 2015, 2017, and 2018 calls.

In addition, the 2019-2 call will fund a new DSI:

- **European Platform for Digital Skills and Jobs**

Information on these DSIs is available in the 2019-20 Work Programme, which is accessible on each of the individual call webpages via the following link: <https://ec.europa.eu/inea/en/2019-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>.

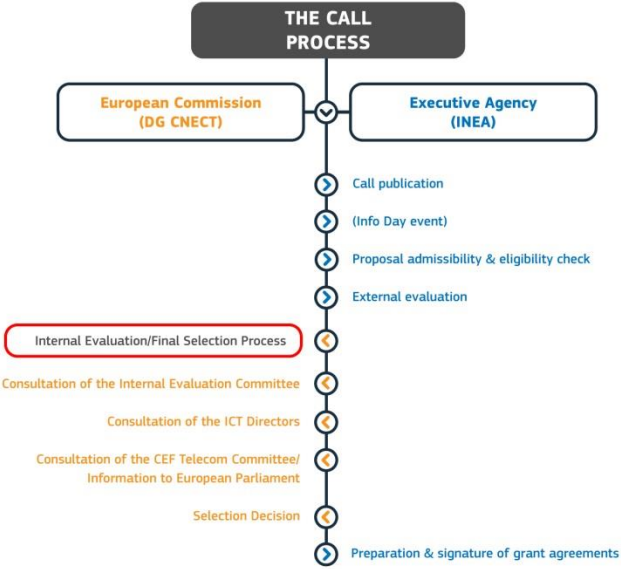
## 3. Evaluation and selection process

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 these 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.
- 3. Objectivity:** the evaluation is based on defined award criteria.

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 in more detail in section 4.5 of this Guide.



The call and evaluation process is a joint exercise involving close cooperation between INEA and the European Commission. The main stages are described in more detail in the following sections.

**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**<sup>2</sup> 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.<sup>3</sup> Any proposals which do not meet these criteria are rejected, and applicants are duly informed of the reason.

The compliance of the proposal with the selection criteria on **operational capacity**<sup>4</sup> 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**

After assessment of the admissibility and eligibility criteria, proposals 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

<sup>2</sup> See Section 5 of the respective call text and Annex 2 of the 2019-20 Work Programme for more information on the admissibility criteria  
<sup>3</sup> See Section 6 of the respective call text and Annex 2 of the 2019-20 Work Programme for more information on the eligibility criteria  
<sup>4</sup> See Section 8 of the respective call text and Annex 2 of the 2019-20 Work Programme for more information on the selection criteria

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 a declaration 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 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 by the independent technical experts.**

### **3.3. Final selection process**

The Internal Evaluation Committee, composed of representatives from all of the DSI owners in the relevant European Commission Directorates, assesses the outcome of the external evaluation and draws up the list of proposals both recommended and not recommended for funding.

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.<sup>5</sup> This list is sent to the Directors of the Directorate-General for Communications Networks, Content and Technology (DG CNECT) for endorsement. DG CNECT then prepares the final list of proposals recommended for funding in the form of a draft Commission Implementing Decision (known as the Selection Decision), taking into account the scores and ranking of the proposals, programme priorities and available budget. The Selection 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. Opinion by Member States and information to the European Parliament**

The European Commission presents the final list of proposals recommended for funding (Selection Decision) to the CEF Coordination Committee (composed of representatives of the 28 Member States) for its opinion. Before adoption by the Commission, the Selection Decision must receive a positive opinion by the CEF Coordination Committee. The European Parliament is also informed about the proposed list.

The Selection Decision is then adopted by the Commission, listing all proposals selected for funding, the respective maximum amounts of funding per Action and the beneficiaries of the EU funding.

Applicants/coordinating applicants of all the submitted proposals are then informed in writing about the outcome of the evaluation for their proposal within six months of the call deadline.

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<sup>5</sup> See Annex 2 of the 2019-20 Work Programme for more information on the procedure for the priority order of proposals with the same score

### 3.5. Preparation and signature of grant agreements

Each applicant whose proposal is selected for funding will then be invited to the grant agreement preparation phase 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/2019-cef-telecom-calls-proposals>

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

Grant agreement preparations 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 within nine months of the call deadline.

For multi-beneficiary actions, an applicant must designate itself or another applicant to serve as the coordinator. The coordinator is the main contact point for INEA during the project management phase 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.

## 4. Preparing an application

Applications for the CEF Telecom calls must propose an **Action**, which according to Article 2(8) of the CEF Regulation, is defined as "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 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/or expected results
- 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.

The TENtec eSubmission module is part of the TENtec Information System used to manage the CEF actions during their entire lifecycle and enables the electronic submission of proposals under the CEF calls. The eSubmission module is accessible via the following link:

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

A link to the module is also provided on each individual call webpage.

✓ **Use ONLY the application forms for the current 2019-2 call**  
✓ **Unreadable and/or unrecognisable forms will NOT be accepted.**

## Application form

The application form is composed of four parts:

| Application part | Description   |
|------------------|---|
| <b>Part A</b>    | Describes the key elements of the proposed Action (i.e. scope and objectives of the proposed Action, full description of the planned activities (including tasks and subtasks as relevant), administrative details regarding the applicants, financial information) |
| <b>Part B</b>    | Provides administrative information about the applicants, their designated affiliated entities and/or implementing bodies and their operational capacity  |
| <b>Part C</b>    | Provides information on the compliance of the proposed Action with EU law and other sources of EU funding   |
| <b>Part D</b>    | "The heart of the proposal", structured according to the award criteria, and providing, along with relevant technical and financial information from Part A, the basis for the evaluation of the proposal   |

### Legal entity and financial capacity checks

To participate in an Action, each applicant needs to be registered in the [Participant Register](#)<sup>6</sup>. The Participant Register is an online web interface offering registration and data update services for all participants of EU programmes via the Funding & Tenders Portal. By registering to this facility, the applicant will obtain a 9-digit Participant Identification Code (PIC number). **It is highly encouraged that applicants do this before the call deadline and enter the resulting PIC number in the relevant box of application form part A** (see section below on "Applicants").

**It is also necessary that each applicant submits the necessary supporting documents if requested to do so** by the EU Validation Services (Research Executive Agency Validation Services, appointed as central validation body). In line with the [Rules on Legal Entity Validation, LEAR appointment and Financial Capacity Assessment](#), a set of documentation must be uploaded in the Participant Register to process:

- The verification of the legal existence and status of the organisation<sup>7</sup>
- The financial capacity assessment
- The appointment of a "Legal Entity Appointed Representative" (the so-called "LEAR")

Funding will depend on a positive evaluation of the proposal; therefore contacts with the EU Validation Services or with the Agency in relation to the registration process cannot in any way be regarded as an offer to fund the Action.

Please be informed that the Agency may refuse to sign the grant agreement, if the requested valid documentary evidence is not provided by the deadlines given to you by the Research Executive Agency Validation Services.

Please see point 1 of Application Form B for further information.

## 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 remember to:

- 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.

<sup>6</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

<sup>7</sup> [http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/validation-of-organisation\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/validation-of-organisation_en.htm)



- Refer to the **legal documents** listed in section 1 above (and available on each individual call webpage) for any other explanations concerning the calls.
- Note that for **first-time users of the TENtec eSubmission module**, an EU Login is required. First-time users must also register their EU Login in TENtec. See section 7 below for details on how to do this.
- Use the **proposal checklist** available on each call webpage when finalising the application to help you ensure that all parts of the application have been completed and included in your final submission.
- For the best results when working in the TENtec eSubmission module, use Google Chrome, Internet Explorer and Firefox browsers.

## 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.).**

***Application form part A must be encoded in the TENtec eSubmission module, whereas the other parts and any supporting documents/annexes must be uploaded to the TENtec eSubmission module.***

***Please note that for application form part A, ONLY the information encoded in the TENtec system will be taken into account for the evaluation (notwithstanding the obligation to upload completed and signed versions of application forms part A2.2 and A2.3 (see below)).***

- ✓ **The link to the TENtec eSubmission module (<https://webgate.ec.europa.eu/tentec/grant/esubmission/>) can also be found on the individual call webpages. The Word version of part A included on the call webpages is for REFERENCE ONLY. It 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/DSI area for which the application is being prepared.

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

If you erroneously select the wrong call area, please delete the application (see section 5 below) and create a new one under the correct call.

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.

If you are applying to the calls for Cybersecurity, eProcurement, or European eJustice, the 'Edit application' screen requires you to select from a tick box list of call objectives. The options are:

| 2019-2                   |  |
|--------------------------|--|
| <b>Cybersecurity</b>     | <ul style="list-style-type: none"> <li>• 1: Cooperation among designated national CSIRTs (Computer Security Incident Response Teams) for the joint use of MeliCERTes</li> <li>• 2: Support for identified Operators of Essential Services (OES) for capability development and for the set-up of Information Sharing and Analysis Centres (ISACs)</li> <li>• 3: Support to National Competent Authorities (NCAs) and Single Points of Contact (SPOCs) to undertake the liaison, regulation and enforcement obligations set out in the NIS Directive</li> <li>• 4: Trans-European cooperation for effective joint cybersecurity operations and to build mutual trust/confidence</li> <li>• 5: Support to a common level of maturity in cybersecurity certification</li> </ul> |
| <b>eProcurement</b>      | <ul style="list-style-type: none"> <li>• 1: Implementation of contract registers</li> <li>• 2: Implementation of solutions interconnecting national notice publication portals and Tenders Electronic Daily</li> <li>• 3: Implementation or update of the European Single Procurement Document (ESPD) service</li> <li>• 4: Implementation of the eTendering interface</li> </ul>  |
| <b>European eJustice</b> | <ul style="list-style-type: none"> <li>• 1: E-evidence</li> <li>• 2: Interconnection of Insolvency Registers (IRI)</li> <li>• 3: Access to e-CODEX</li> <li>• 4: Integration of electronic multilingual standard forms into national e-Government systems</li> </ul>   |

Please note that for Cybersecurity or European eJustice you may only select one option. For eProcurement you may select multiple options.

Edit Application

Call priority

Call sub-priority

Objectives

1 E-evidence

2 Interconnection of Insolvency Registers (IRI)

3 Access to e-CODEX

4 Integration of electronic multilingual standard forms into national e-Government systems

Title of the proposed Action

Start date of the proposed Action 18/06/2019

End date of the proposed Action 18/06/2019

Scope and objectives of the proposed Action (up to 2000 characters)

- ✓ **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 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. In addition, the relevant incomplete sections on the left hand side menu will **turn red**. **Completed sections** will show a **check mark (✓)**. However, this feature is indicative: applicants should assess whether their proposal may be submitted by selecting "Submit this Application" and acting on any warning messages, ideally well before the call deadline. Remember that any application submitted after the call deadline will not be considered.**

European Commission

CONNECTING EUROPE FACILITY Electronic Submission APPLICATION LOCKED BY

Application Editor

My Applications

Application Editor

General Information

Applicants

Location of the Action

Activities and Milestones

Costs

Supporting documents

Application Management

Contributors

Submit this application

Download this application

Submit Application (Draft Nr: 27565268)

Please provide the following information before submitting the application :

- General Information: 'Scope and objectives of the proposed Action' is mandatory
- General Information: A Proposal Type must be chosen
- Applicants: Applicant frfr legal entity is not complete: all fields are mandatory
- Applicants: Applicant frfr does not have a completed Authorised Representative all fields are mandatory
- Applicants: Applicant frfr does not have a completed Person in Charge: all fields are mandatory

European Commission  
CONNECTING EUROPE FACILITY Electronic Submission

**Application Editor**

- My Applications
- Application Editor
- General Information** ✓
- Applicants ✓
- Location of the Action
- Activities and Milestones ✓
- Costs ✓
- Supporting documents ✓
- Translation Information ✓
- Application Management
- Contributors
- Submit this application
- Download this application

### General Information (Draft Nr: 27812258)

Title: SESAR Test  
 Call: CEF-T-2017-MAP-SESAR  
 Call priority: Single European Sky - SESAR  
 Call sub-priority: Common projects  
 Proposal type: Mixed  
 Start date: 11/10/2017  
 End date: 11/10/2018  
 Complementary proposal: 2016-XXXXXX

Scope and objectives of the proposed Action:  
TEst

[Edit](#)

Transport project information

[Edit](#)

Transport mode: Air traffic management/ATM  
 Network type: Core

| Corridor           | Section            |
|--------------------|--------------------|
| North Sea - Baltic | Helsinki - Tallinn |

### Contributors panel

Access to the application may be provided 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.

European Commission  
CONNECTING EUROPE FACILITY Electronic Submission

**Application Editor**

- My Applications
- Application Editor
- General Information
- Applicants
- Activities and Milestones
- Costs
- Supporting documents
- Application Management
- Contributors**
- Submit this application
- Download this application

Welcome, Contact Person (ASR\_CP) [Sign Out](#)

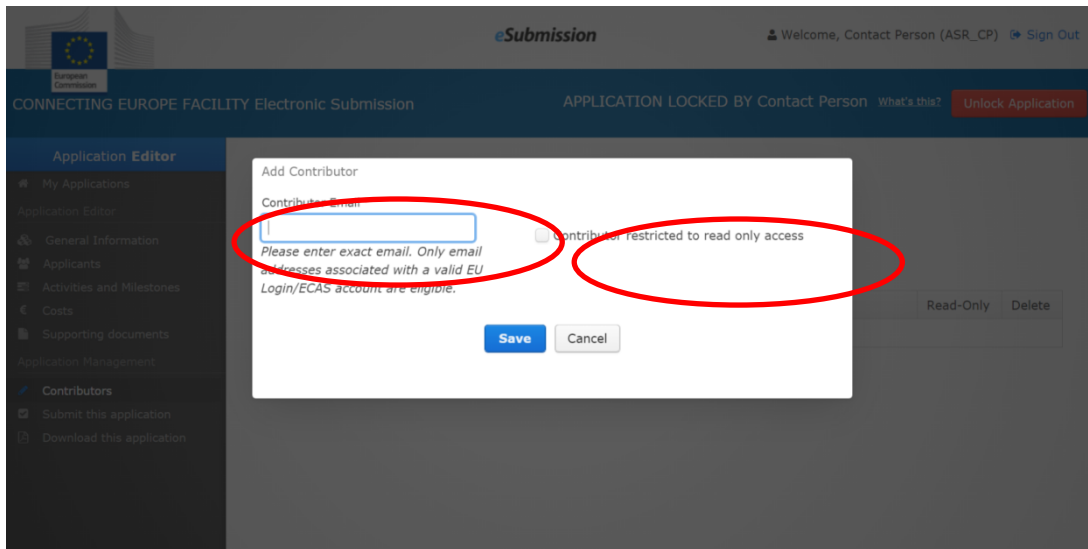
APPLICATION LOCKED BY Contact Person [What's this?](#) [Unlock Application](#)

### Application Contributors (Draft Nr: 27567754)

Manage contributors for Application 27567754

[Add Contributor](#)

| Contributor | Username | Read-Only | Delete |
|-------------|----------|-----------|--------|
|             |          |           |        |



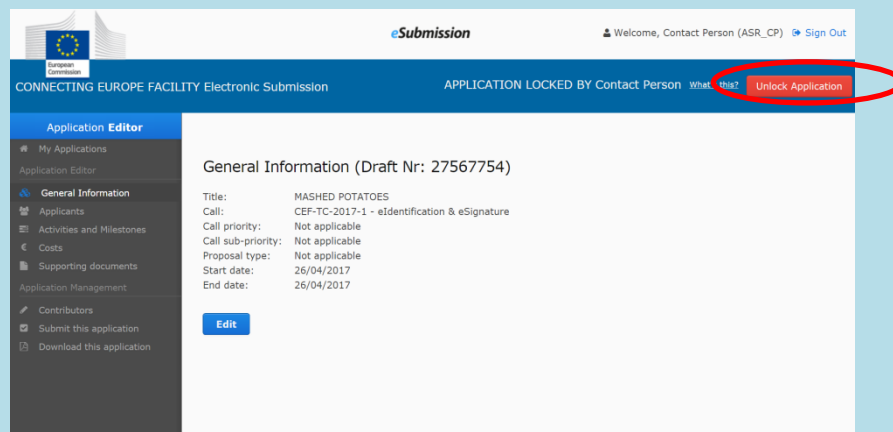
Click the "Add contributor" button and enter in the box as indicated the contributor's exact e-mail address associated with his/her EU Login. Please note that only those users with an EU Login will be permitted. (See section 7 below for details on how to do this.)

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.

**Only the owner of the application is able to finalise, submit, withdraw and reopen the application.** The owners of applications with DRAFT status in the TENTec eSubmission module will receive one automatic email notification seven days before the call deadline, and another one 24 hours before the deadline.

**Locking/unlocking an application in the TENtec eSubmission module:** 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. After a contributor finishes editing, (s)he should click on the red "Unlock Application" box in the upper right corner of the screen before logging out of the session, in order that another contributor is able to edit.



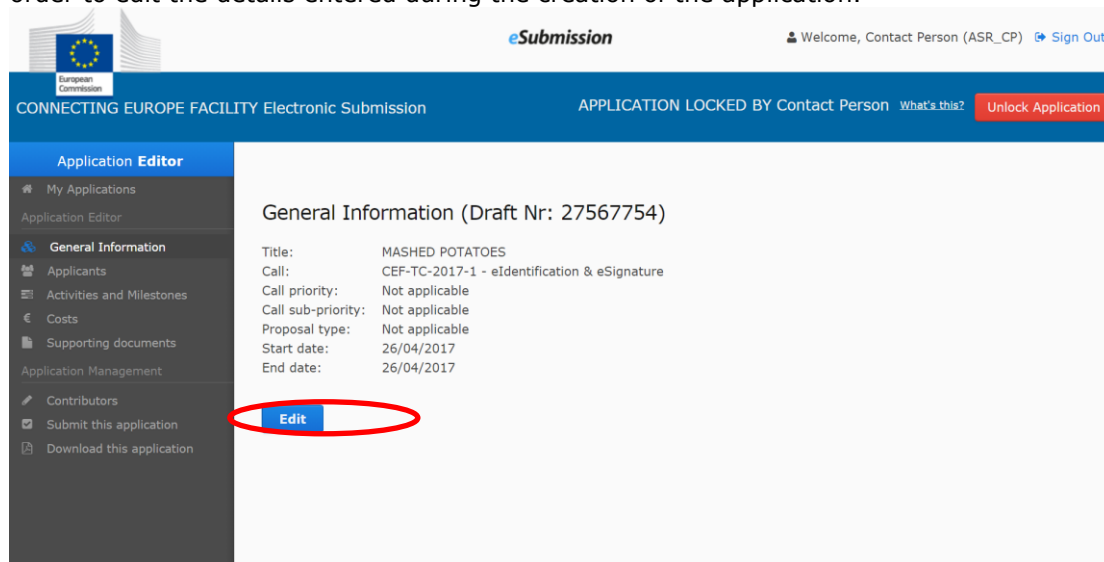
Inputting any data will once again lock the application. Please note that no simultaneous editing is possible. Click on the "What's this?" link next to the "Unlock Application" for more information.

## 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.

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 last submitted. The end date should be consistent with the indicative duration as specified in section 6.2 of the specific call text:

| <b>2019-2</b>  |           |
|--|-----------|
| <b>Cybersecurity</b>                                 | 3 years   |
| <b>eProcurement</b>                                  | 18 months |
| <b>eHealth</b>                                       | 2-4 years |
| <b>European e-Justice</b>                            | 2 years   |
| <b>European Platform for Digital Skills and Jobs</b> | 3 years   |
| <b>Public Open Data</b>                              | 3 years   |

### **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 6.1) 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<sup>8</sup>
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<sup>9</sup>

Applicants without a VAT number may write "Not applicable" in the relevant box. As explained in Section 4 "Preparing an application" above, applicants are highly encouraged to insert their 9-digit Participant Identification Code (PIC number) in the relevant box.

---

<sup>8</sup> 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.

<sup>9</sup> For the purposes of this call, a Joint Undertaking means a joint undertaking established by the EU for the efficient execution of EU research, technological development and demonstration programmes, as referred to 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. As explained in section 4 "Preparing an application" above, a set of documentation must be uploaded in the Participant Register to process the **verification of the legal existence and status of the organisation**<sup>10</sup>. The EU Validation Services may contact the person who registered the organisation asking him/her to submit any missing official supporting documents (via the My Organisations page) and/ or clarify any details.

Follow the steps listed above to add another applicant, if it is a multi-applicant proposal. All applicants will appear in a summary table on the "Applicants" page.

<sup>10</sup> [http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/validation-of-organisation\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/validation-of-organisation_en.htm)



### Consortium composition

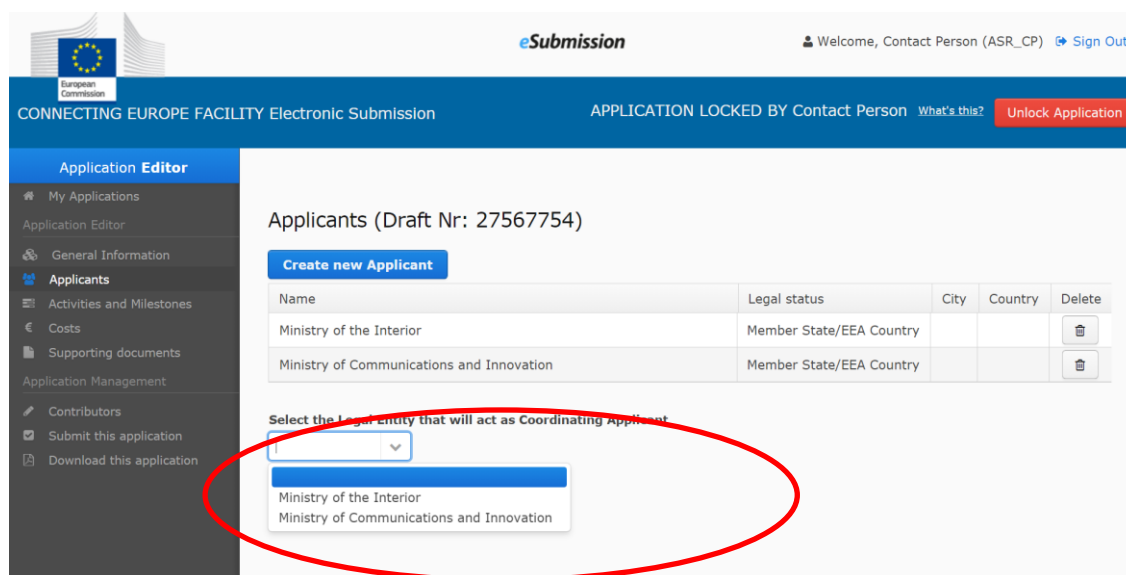
The table below indicates the consortium composition requirements for the 2019-2 call. Please check the relevant call text (section 6.1) for additional information.

| 2019-2               |  |
|----------------------|--|
| <b>Cybersecurity</b> | <p><b>For Objective 1:</b> Proposals submitted under this Objective must be submitted by a consortium of at least two national CSIRTs, designated by a Member State as required by the NIS Directive. These national CSIRTs must be located in at least two different Member States.</p> <p><b>For Objective 2:</b> Proposals submitted under this Objective must include at least one Operator of Essential Services (OES) identified by the Member States in the context of the NIS Directive. All OES must download from the call webpage, fill in, and upload as a supporting document the letter of support, to be signed by the relevant Ministry/National Authority declaring that the applicant is or is in the process of being identified as an OES. Where the same Ministry/National Authority is responsible for the identification of several applicants as OES, it is possible to submit one letter of support listing all the relevant applicants.</p> <p>If their proposal is retained for funding, entities in the process of being identified as OES at the moment of submission will have to demonstrate their OES status before the signature of the grant agreement (see the indicative timing for preparation and signature of grant agreements under section 3). This requirement must be fulfilled within the specified timeline; otherwise the Agency reserves the right to cancel the grant agreement preparation.</p> <p><b>For Objective 3:</b> Proposals submitted under this Objective must include at least one National Competent Authority (NCA) or Single Point of Contact (SPOC) designated by the Member States in line with the NIS Directive.</p> <p><b>For Objective 4:</b> Proposals submitted under this Objective must be submitted by a consortium of at least two national public bodies/institutions entrusted with national level cybersecurity. These bodies must be located in at least two different Member States.</p> <p><b>For Objective 5:</b><br/>Proposals submitted under this Objective must include at least one entity that has primary responsibility for cybersecurity certification at the national level. In the case of multi-applicant proposals, applying entities must be located in at least two different Member States. Applicants must download from the call webpage, fill in, and upload as a supporting document the letter of endorsement, to be signed by the relevant Ministry/National Authority declaring that the applicant currently has primary responsibility of cybersecurity certification at the national level.</p> |
| <b>eProcurement</b>  | <p>In order to be eligible, a proposal must be submitted by a consortium composed of at least two public or private entities, based in one or more Member States and/or EEA countries participating in the CEF Telecom programme.</p>  |

|                           |  |
|---------------------------|--|
| <b>eHealth</b>            | Proposals must be submitted by one organisation only (no consortium allowed).<br><br>In order to be eligible, a proposal must be submitted by a legal entity supported by the national authority responsible for eHealth.  |
| <b>European e-Justice</b> | In order to be eligible, proposals must be submitted by at least one authority competent for the respective e-Justice generic service module, and may also include other organisations supporting the authority/ies.<br><br>Each competent authority must download from the call webpage, fill in, and upload as a supporting document the self-declaration, stating that it is competent for the specific e-Justice generic service module that the proposal addresses. |
| <b>Public Open Data</b>   | In order to be eligible, a proposal must be submitted by a consortium composed of at least two entities (where at least one is a public sector body), based in one or more Member States and/or EEA countries participating in the CEF Telecom programme.  |

**Coordinating applicant:** The coordinating applicant leads and represents all of the applicants and acts as the first point of contact with the Commission and/or INEA during the evaluation process. The coordinating applicant is also the only one that can submit, withdraw, reopen and delete a proposal. As a reminder, 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.

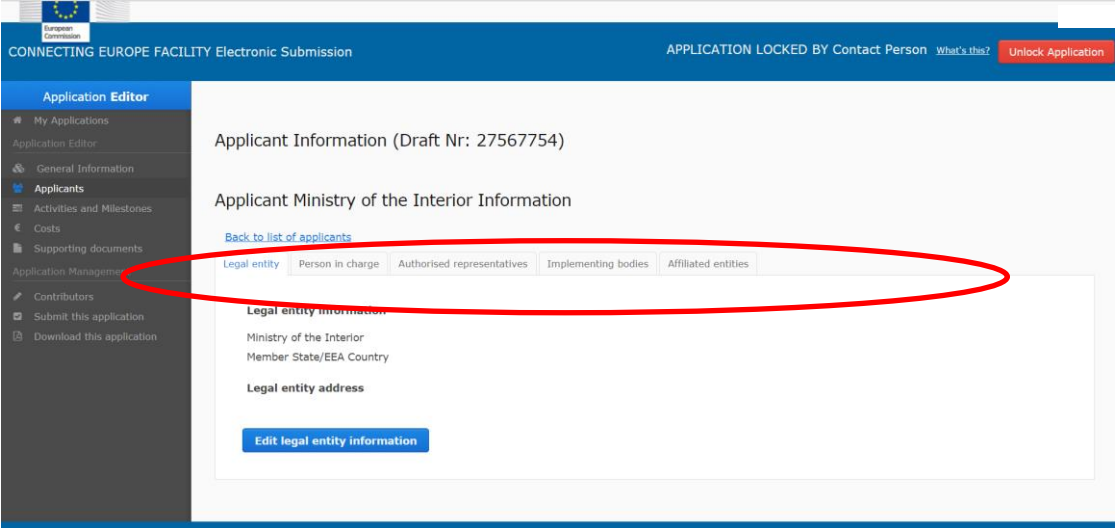


Unless specified otherwise by the applicant, it is assumed that the coordinating applicant will automatically become the project coordinator if the proposal is selected for funding. The coordinator will perform the tasks as described in the model grant agreement.<sup>11</sup> However, a coordinating applicant and (project) coordinator do not necessarily have to be the same entity.

<sup>11</sup> See section II.1.3 of the model grant agreement, which outlines the general role and obligations of the coordinator

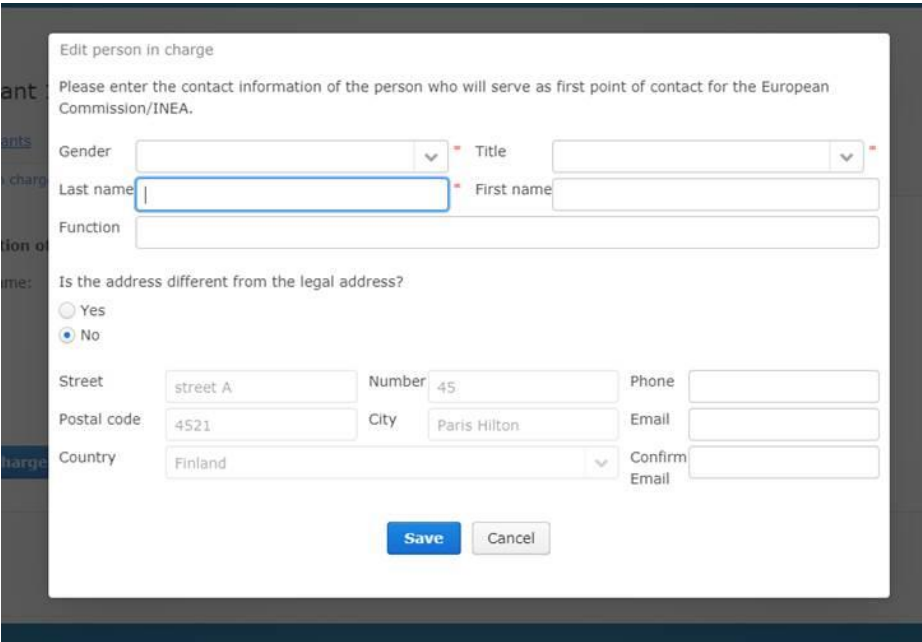
For applications with DRAFT status in the TENTec eSubmission module, the "Person in Charge" for the coordinator will receive one automatic email notification seven days before the call deadline, and another one 24 hours before the deadline. If there is no coordinator, such notifications will be sent instead to the "Person in Charge" for each applicant within proposals with DRAFT status.

Additional 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 coordinating applicant of the proposal by clicking on the "Edit" button. In the "Email" and "Confirm email" fields, you must include a valid email address containing the character @ and at least one full stop (.) Make sure to save any changes.



**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.

**Edit authorised representative**

Please enter the contact information of the person authorised to sign on behalf of the applicant.

Gender: Female | Title: Mrs  
Last name: Smith | First name: Anna  
Function: Director

Is the address different from the legal address?  
 Yes  
 No

Street: street A | Number: 45 | Phone: +3256985632  
Postal code: 4521 | City: Paris Hilton | Email: Anna@huy.com  
Country: Finland

**Save** **Cancel**

**Approval Ministry:** In respect of the CEF Regulation, **each** applicant – except for Member State/EEA countries – 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 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 the Approval Ministry 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 request the support of the Ministry which is directly competent in the area of the given DSI area/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 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.
- using the Word version of the A2.3 form to include the details of all applicants for which the Member State is providing its approval. The Member State should then sign this version of the form.

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 below and section 6.1 of the call text*).

**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 6.1 of the call text, only applicants will be taken into account as part of the required number of consortium members.

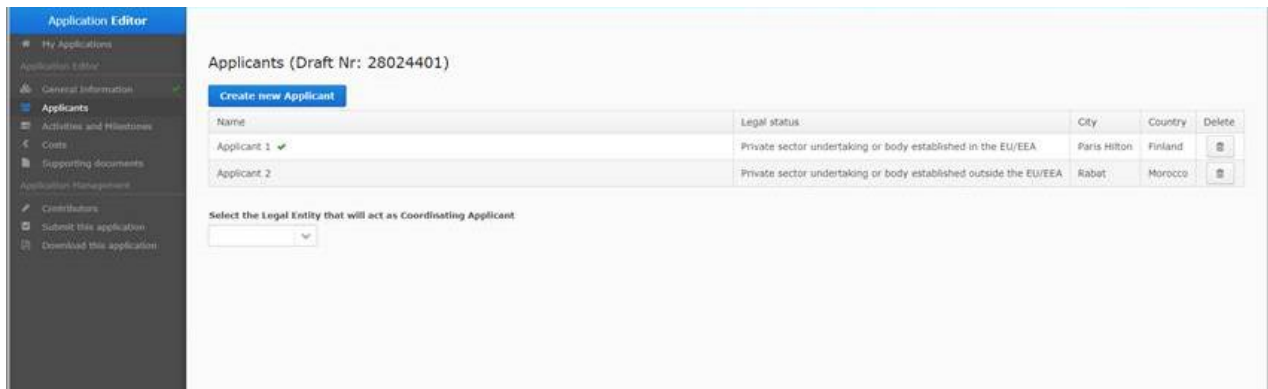
**Affiliated entities:** An affiliated entity is an entity affiliated to the beneficiary within the meaning of Article 187 of the Financial Regulation. Examples of affiliated entities could be as follows:

- Entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries)
- Entities directly or indirectly controlling the beneficiary (parent companies)
- Entities under the same direct or indirect control as the beneficiary (sister companies)

Any designated affiliated entities must comply with the eligibility and selection criteria defined in the Work Programme and the respective call text (*see also section 4.3.3 below*). 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.

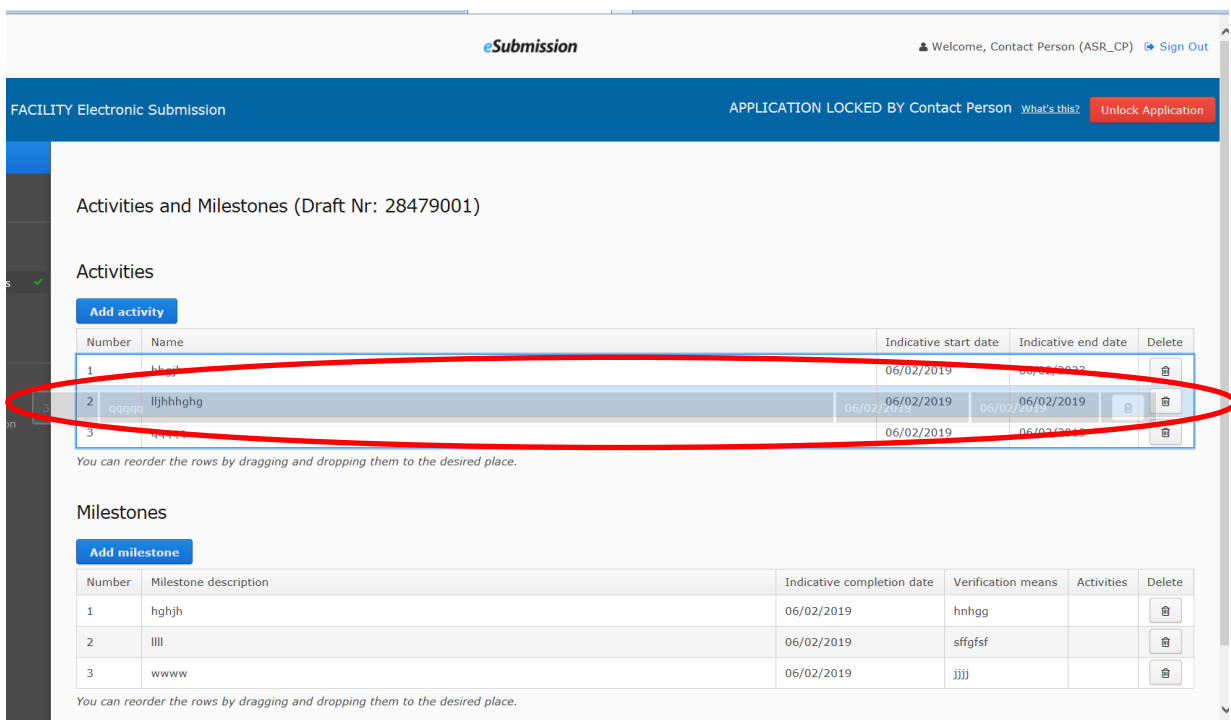
Under this tab applicant(s) that wish to designate one or more affiliated entities to be involved in the implementation of the proposed Action must enter information for each entity involved in the proposal. Click the "Add affiliated entity" button and add the affiliated entity's name, legal status and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

**Once all of the necessary information about an applicant has been entered, a green tick (✓) appears next to the name of that applicant.**



### 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. You may re-order the Activities and/or Milestones that you have entered by dragging and dropping them to the desired place, as shown below:



**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.<sup>12</sup> The description should encompass:

<sup>12</sup> A deliverable means a distinct output of the action, meaningful in terms of the action's overall workflow and objectives. Please provide both the nature of the deliverable: Report (R), Demonstrator (D), Specification

- 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. You will see the warning messages shown in the images below if you:

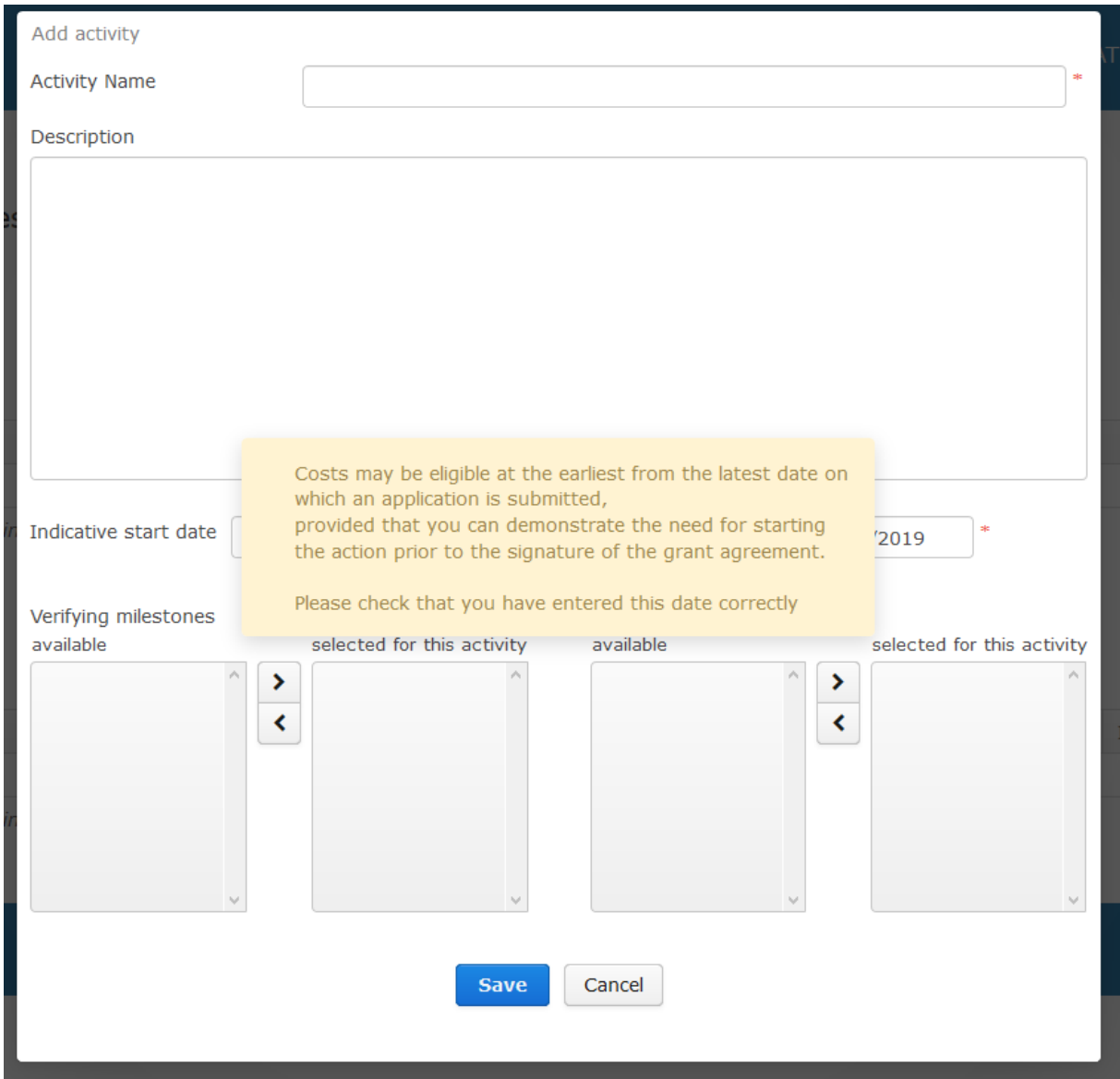
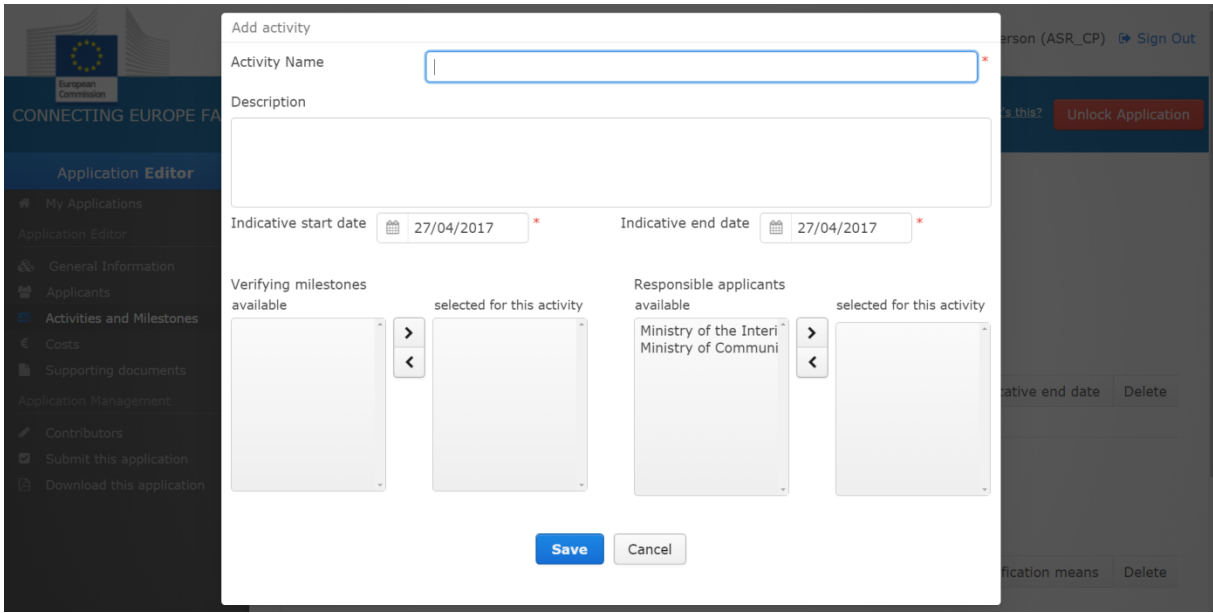
- enter an activity start date in the past
- enter an activity end date that is significantly before the likely date of the announcement of the results of the call

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 *General information (A1)* above).

There is a 4000 character limit for the description.

For the *European Platform For Digital Skills and Jobs* call, the activities are already listed – click on each row of the table to add information.

(SP), Other (O), and the foreseen dissemination level: 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





Add activity

Activity Name

Description

Indicative start date

Verifying milestones available selected for this activity available selected for this activity

Grants will not yet have been awarded by this date. No grants may be awarded retrospectively for Actions already completed and therefore have proved to be achievable without EU financial support. Please check that you have entered this date correctly

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 that provides sufficient detail on the critical path, including interdependencies and milestones of each activity (see section 4.5 below).

**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 a contract, purchase of equipment, starting, completion of a dissemination measure, etc.

**Some practical advice for the description of activities and milestones:**

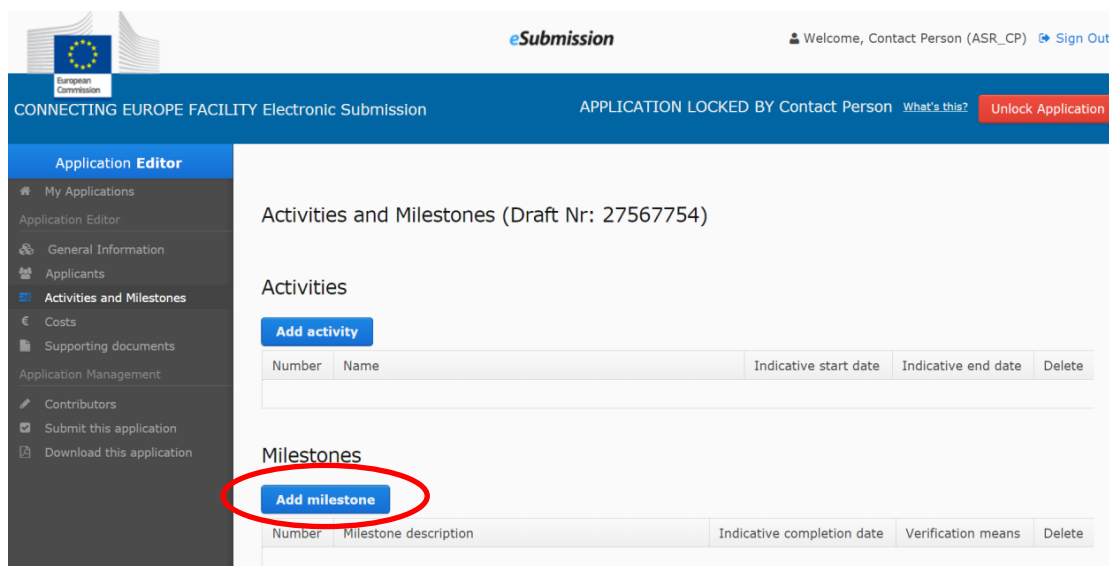
- Briefly explain any specific terms/abbreviations you are using in the descriptions
- Provide all relevant information in a precise way: implementation addresses the who (which applicants, external experts, other bodies and why), where, when, and how (via which tasks); and finally what will be the result of the activity. Describing an activity with only 2-3 sentences is not sufficient.
- Avoid repeating the same description several times
- Aim to be concise: you don't need too many milestones for each activity, 2-3 milestones per activity would be sufficient showing what has been accomplished during each half a year of the implementation of the Action.
- Don't forget that each activity needs to have at least one milestone.

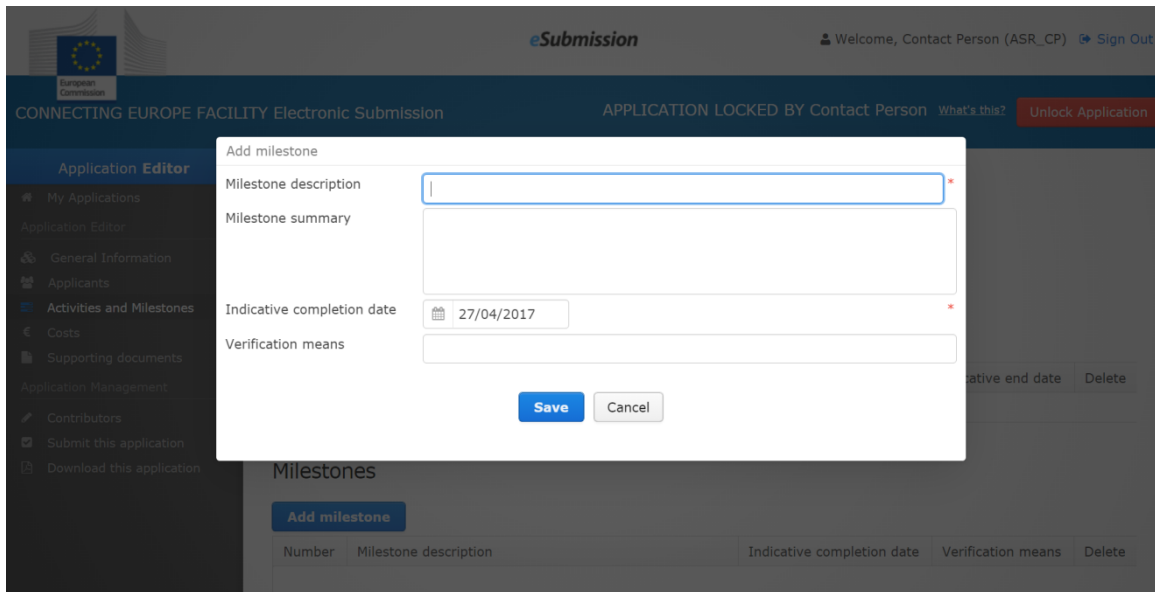
**For multi-applicant proposals:**

- Do not encode the same activity several times per each applicant (if more than one applicant has the same or similar tasks under this activity) but rather make one common activity concerning all applicants,
- If the same milestone appears several times for each applicant, make one common milestone concerning all applicants

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 |
|--|---|---------------------|
| <b>Technical requirements analysis</b>               | This activity will consist 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                   |
| <b>Set up of the national implementation/gateway</b> | This activity will be dedicated to setting up and configuring the national implementation/gateway. (...)  | 2, 4                |
| <b>Testing</b>                                       | This activity will be comprised of testing-related tasks, such as the unit, integration and conformance testing 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 unit, integration and conformance tests                | Test report(s)                 |
| 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 financial information related to the proposed Action should be provided.

Financial information on the Action (Draft Nr: 27567754)

Indicative breakdown per beneficiary of estimated eligible costs of the action (EUR)

| Activities | Personnel costs | Subcontracting costs | Other costs | Total | Indirect eligible costs | Total eligible costs | Estimated CEF contribution |
|------------|-----------------|----------------------|-------------|-------|-------------------------|----------------------|----------------------------|
| Total      | 0               | 0                    | 0           | 0     | 0                       | 0                    | 0                          |

Sources of financing

| Beneficiary name                          | Applicant budget(s) | State budget(s) | Regional/local budget(s) | Other sources | Requested CEF financing | Total |
|---|---------------------|-----------------|--------------------------|---------------|-------------------------|-------|
| Ministry of the Interior                  | 0                   | 0               | 0                        | 0             | 0                       | 0     |
| Ministry of Communications and Innovation | 0                   | 0               | 0                        | 0             | 0                       | 0     |
| Total                                     | 0                   | 0               | 0                        | 0             | 0                       | 0     |

**For the European Platform for Digital Skills and Jobs call, the information described in this section does not need to be entered, except for *Related actions*. The table *Financial breakdown of the proposed action by activity for grants taking the form of lump sum contributions* is not editable.**

**Indicative breakdown per beneficiary of estimated eligible costs of the action:** For each activity indicated in the table, click on each applicant and enter in the pop-up window the indicative breakdown of the following **direct eligible costs** to be incurred during the implementation of the proposed Action:

- Personnel costs<sup>13</sup>
- Subcontracting costs
- Other costs (i.e. travel and/or subsistence costs)

All amounts must be in euros.

Financial information on the Action (Draft Nr: 27567754)

Indicative breakdown per beneficiary of estimated eligible costs of the action (EUR)

Co-financing rate (%): 0

Apply co-financing

Activities

• First series interconnection of national node

Ministry of the Interior

Total

Sources of financing

Beneficiary name

Ministry of the Interior

Ministry of Communications and Innovation

Total

If applicable, please indicate the exchange rate used for preparing the application:

Introduce exchange rate information

Related actions

If the proposed Action is part of a larger project previously supported through EU funding, please specify all related Actions

Add related action

<sup>13</sup> Notwithstanding the form of grant, personnel costs may be declared on the basis of average costs calculated in accordance with the beneficiary's usual costs accounting practices, in compliance with the conditions laid down in Commission Implementing Decision C(2016)478 on the reimbursement of personnel costs of beneficiaries of the Connecting Europe Facility.

✓ **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 remaining fields in the table will be calculated automatically as follows:

- "Total" column: contains the total of the direct eligible costs – namely personnel costs, subcontracting costs and other costs
- "Indirect eligible costs" column: contains those costs which are not identifiable as direct costs but are incurred in connection with the eligible direct costs of the action. They are reimbursed on the basis of a 7% flat rate of all eligible direct costs minus subcontracting costs.
- "Total eligible costs" column: contains the sum of the "Total" and "Indirect eligible costs" column.

For information on the eligibility of costs, please refer to the section 11.2 of the relevant call text, Articles 184(4)(c) and 186 of the Financial Regulation concerning the eligibility of costs, as well as the model grant agreement available on the relevant call webpage.

CONNECTING EUROPE FACILITY Electronic Submission APPLICATION LOCKED BY Contact Person What's this? Unlock Application

**Application Editor**

Financial information on the Action (Draft Nr: 27567754)

Indicative breakdown per beneficiary of estimated eligible costs of the action (EUR)

Co-financing rate (%):  [Apply co-financing rate](#)

| Activities                                      | Personnel costs | Subcontracting costs | Other costs | Total | Indirect eligible costs | Total eligible costs | Estimated CEF contribution |
|---|-----------------|----------------------|-------------|-------|-------------------------|----------------------|----------------------------|
| ▼ First series interconnection of national node | 5,000           | 2,000                | 1,000       | 8,000 | 420                     | 8,420                | 0                          |
| Ministry of the Interior                        | 5,000           | 2,000                | 1,000       | 8,000 | 420                     | 8,420                | 0                          |
| Total   | 5,000           | 2,000                | 1,000       | 8,000 | 420                     | 8,420                | 0                          |

Sources of financing

| Beneficiary name                          | Applicant budget(s) | State budget(s) | Regional/local budget(s) | Other sources | Requested CEF financing | Total |
|---|---------------------|-----------------|--------------------------|---------------|-------------------------|-------|
| Ministry of the Interior                  | 0                   | 0               | 0                        | 0             | 0                       | 0     |
| Ministry of Communications and Innovation | 0                   | 0               | 0                        | 0             | 0                       | 0     |
| Total                                     | 0                   | 0               | 0                        | 0             | 0                       | 0     |

If applicable, please indicate the exchange rate used for preparing the application:

[Introduce exchange rate information](#)

Related actions

If the proposed Action is part of a larger project previously supported through EU funding, please specify all related Actions

[Add related action](#)

| Action Name | Funding programme | Grant Agreement/Decision Number | Amount granted | Delete |
|-------------|-------------------|---------------------------------|----------------|--------|
|             |                   |                                 |                |        |

**CEF co-financing rate and estimated CEF contribution:**

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 11.1.1 of the relevant call text:

| 2019-2                    |     |
|---------------------------|-----|
| <b>Cybersecurity</b>      | 75% |
| <b>eProcurement</b>       | 75% |
| <b>eHealth</b>            | 75% |
| <b>European e-Justice</b> | 75% |
| <b>Public Open Data</b>   | 75% |

Enter the co-financing rate in the "Co-financing rate (%)" box located above the "Indicative breakdown per beneficiary of estimated eligible costs of the action" table 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.

The estimated CEF contribution per activity and the total estimated CEF contribution for the action will be calculated automatically.

**Sources of financing:**

After the total estimated CEF contribution is calculated on the "Indicative breakdown per beneficiary of estimated eligible costs of the action" table, the field "CEF requested financing" is automatically filled in in the "Sources of Financing" table.

Applicants thus need to provide information on how they will cover the total remaining costs. Please note that the total of the sources of financing should be the same as the total eligible costs.

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)

This must be done for each applicant. For multi-applicant proposals, all sources of financing must be entered per applicant. All amounts must be in euros.

on the Action (Draft Nr: 28024401)

for beneficiary of

en 0 and 75 : 5

Personnel c

1,000,0

1,000,0

4,000,0

2,000,0

2,000,0

5,000,0

Edit Sources of financing

|                          |          |
|--------------------------|----------|
| Applicant budget(s)      | 25000000 |
| State budget(s)          | 250000   |
| Regional/local budget(s) | 0        |
| Other sources            | 0        |
| Requested CEF financing  | 1605000  |

Save Cancel

The "Requested CEF Financing" field is pre-filled from the "Estimated CEF Contribution" information entered in the table "Indicative breakdown per beneficiary of estimated eligible costs of the action". Therefore this column of the "Sources of Financing" table cannot be edited.

**Application Editor**

Financial information on the Action (Draft Nr: 28024401)

Indicative breakdown per beneficiary of estimated eligible costs of the action (EUR)

Co-financing rate (%) between 0 and 75 : 50 Apply co-financing rate

| Activities   | Personnel costs | Subcontracting costs | Other costs | Total     | Indirect eligible costs | Total eligible costs | Estimated CEF contribution |
|--------------|-----------------|----------------------|-------------|-----------|-------------------------|----------------------|----------------------------|
| ▼ Activity A | 1,000,000       | 0                    | 0           | 1,000,000 | 70,000                  | 1,070,000            | 535,000                    |
| Applicant 1  | 1,000,000       | 0                    | 0           | 1,000,000 | 70,000                  | 1,070,000            | 535,000                    |
| ▼ Activity B | 4,000,000       | 0                    | 150,000     | 4,150,000 | 290,500                 | 4,440,500            | 2,220,250                  |
| Applicant 1  | 2,000,000       | 0                    | 0           | 2,000,000 | 140,000                 | 2,140,000            | 1,070,000                  |
| Applicant 2  | 2,000,000       | 0                    | 150,000     | 2,150,000 | 150,500                 | 2,300,500            | 1,150,250                  |
| Total        | 5,000,000       | 0                    | 150,000     | 5,150,000 | 360,500                 | 5,510,500            | 2,755,250                  |

Sources of financing

| Beneficiary name | Applicant budget(s) | State budget(s) | Regional/local budget(s) | Other sources | Requested CEF financing | Total      |
|------------------|---------------------|-----------------|--------------------------|---------------|-------------------------|------------|
| Applicant 1      | 25,000,000          | 250,000         | 0                        | 0             | 1,605,000               | 26,855,000 |
| Applicant 2      | 0                   | 0               | 0                        | 0             | 1,150,250               | 1,150,250  |
| Total            | 25,000,000          | 250,000         | 0                        | 0             | 2,755,250               | 26,005,250 |

Please note that the "Estimated total eligible costs" in the Indicative breakdown of estimated eligible costs by activity table and the "Total" field in the "Sources of financing" table must match.

If applicable, please indicate the exchange rate used for preparing the application:

**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>.

**Related actions:** List any EU grants already awarded 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 funding programme, signed grant agreement/adopted grant Decision number, and the amount granted (in euros).

## HOW TO COMPLETE PART A

After part A is fully encoded but before it is submitted, download a .pdf of it using the TENtec eSubmission module's "Download this application" section.

**eSubmission** Welcome, Contact Person (ASR\_CP) [Sign Out](#)

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**Application Editor**

- My Applications
- Application Editor
- General Information
- Applicants
- Activities and Milestones
- Costs
- Supporting documents
- Application Management
- Contributors
- Submit this application
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Download this application (Draft Nr: 27567754)

Download Form A

You can download your application in pdf by clicking the button below.

[Download Form A](#)

Consult the print out and please note the following:

|  |   |
|--|---|
| <p><b>A2.2 form</b><br/>(The form that includes the administrative details and the signature of each applicant certifying its participation)</p> | <ul style="list-style-type: none"> <li>• One <b>A2.2 form</b> is generated per applicant.</li> <li>• For multi-applicant proposals, the A2.2 form must be dated and signed <b>by each applicant</b> (if applicable). Each A2.2 form must be scanned and uploaded as a supporting document before proposal submission.</li> </ul> <p>In case of a single-applicant proposal, please note that if section A2.2 is not signed by the applicant, the proposal will be considered not compliant with the admissibility requirements specified in section 5 of the call text and <b>will not be evaluated</b>. In the case of a multi-applicant proposal, the applicant for which the signature is missing may be <b>excluded</b> from the proposal.</p>  |
| <p><b>A2.3 form</b><br/>(The form certifying Member State approval)</p>  | <ul style="list-style-type: none"> <li>• One <b>A2.3 form</b> is generated per applicant. The A2.3 form must be completed and signed by the concerned EU Member State <b>for each applicant</b> (if applicable), even if there is more than one applicant from the same country.</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>○ attaching a letter explaining which applicants are covered by the signature on a signed A2.3 form.</li> <li>○ 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.</li> </ul> <ul style="list-style-type: none"> <li>• All documents must be scanned and uploaded as "Supporting Documents" before proposal submission (<i>see section 4.6 below</i>). Please see also "Approval Ministry" section on page 10.</li> <li>• In case of a single-applicant proposal, 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 section 6 of the call text and <b>will not be evaluated</b>. In the case of a multi-applicant proposal, the applicant failing to provide the evidence of Member State support may be <b>excluded</b> from the proposal.</li> <li>• Please note that the completed A2.3 form with the DRAFT watermark will be accepted.</li> </ul> |

- Applicants must keep the originals of all application forms/documents 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 below*).



- Advanced electronic signatures based on a qualified certificate<sup>14</sup> as defined by the eIDAS Regulation<sup>15</sup> 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 the selection criteria on financial and operational capacity.

Complete application form part B following the instructions provided below.

For multi-applicant proposals, the relevant parts of application form part B must be completed for each applicant.

(Please refer to the box at the end of this section and/or the proposal checklist (available on all call webpages) for a reminder about which sections of part B must be provided with the application, as described below.)

✓ **Part B and its supporting documents must be uploaded in the TENtec eSubmission module's "Supporting Documents" section (see section 4.6 below)**

#### Grounds for exclusion (part B1 and B2) – Section 2

Section 7 of the call text refers to the situations which could lead an applicant to be excluded from participating in the call for proposals. Applicants must therefore sign a declaration confirming they are not in one of the exclusion situations when applying for EU funding.

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 (part B1 and part B2, as applicable) of application form part B.

These documents should be scanned and uploaded in the TENtec eSubmission module's "Supporting documents" section under "Additional documents for the application" (*see section 4.6 below*).

**The body or undertaking subject to the declarations made in part B1 and/or part B2 may be subject to rejection from the evaluation and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.**

#### Evidence upon request

As specified in part B1 and part B2, the Commission/INEA may request any entity subject to these declarations to provide information and the applicable evidence on any person that is member of an administrative, management or supervisory body (persons with powers of representation, decision or control, including within the ownership and control structure and beneficial owners, with regard to that entity).

The Commission/INEA may request any entity subject to these declarations to provide the applicable evidence concerning the entity itself.

This evidence may be requested as follows:

- For situations described in (a), (c), (d), (f), (g) and (h) of section I of part B1 and B2: production of a recent extract from the judicial record or, failing that, an equivalent

<sup>14</sup> For a list of trusted certificate providers please see: <https://ec.europa.eu/digital-single-market/en/eu-trusted-lists-trust-service-providers>

<sup>15</sup> EU Regulation 910/2014 on electronic identification and trust services for electronic transactions in the internal market, see <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L.2014.257.01.0073.01.ENG>

document recently issued by a judicial or administrative authority in the country of establishment of the entity showing that those requirements are satisfied.

- For the situation described in point (b) of section I of part B1 and B2: production of recent certificates issued by the competent authorities of the Member State concerned. These documents must provide evidence covering all taxes and social security contributions for which the entity is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. If any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If an entity has already submitted such evidence for the purpose of another award procedure of the same Agency and provided that the submitted documents are still valid and the issuing date of the documents does not exceed one year, the entity will be requested to declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

### Requirements on operational capacity – Point 3

#### Point 3.1

**Each** applicant must indicate in the table its name and legal status to be chosen from the following categories (consistent with what is selected in the application form part A2.1):

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 under categories (1), (2), (3), (7) and/or (9) as listed above are exempt from proving their operational capacity<sup>16</sup>. Applicants that fall under category (8) in which at least one member is a public body are also exempt from proving their operational capacity.

Applicants under above categories (4), (5), (6) and/or (8) in which no member is a public body, **must prove** that they have the operational capacity to carry out the proposed Action.

Please indicate in the table whether each applicant needs to provide information on operational capacity. If so, please confirm that the relevant supporting documentation is provided with the proposal. If any documentation proving the operational capacity from one or more applicants is missing, this must be explained in the box below the overview table.

Rows to the overview table may be added as required.

#### Point 3.2

Applicants that are required to demonstrate their operational capacity must submit the relevant documents attesting that they have the technical and operational capacity to complete the proposed Action, complementing the information listed in section 8.2 of the call text and provided in application form part D, in particular sections D2.3. These must include:

- description of the profiles of the people primarily responsible for managing and implementing the operation accompanied by a curriculum vitae
- the organisation's activity reports for at least the last year
- a list of previous actions and activities carried out in equivalent actions in related fields

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<sup>16</sup> For the Cybersecurity DSI, there is an additional exempted category for Transmission System Operators (TSO) as defined in Section 8 of the call text. For further details please consult Application Form Part B.

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

### Designated affiliated entities – Point 3.3

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

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 (part B3 and part B4) – Point 3.4

Section 6.1 of the call text indicates the requirements for applicants that are third countries, in order to ascertain that their participation is necessary and indispensable to achieve the objectives of a given Project of Common Interest, as required by Article 9(4) of the CEF Regulation.

Third countries and entities established in third countries may only participate as part of a consortium with applicants from EU/EEA countries.

The following documents are required for applicants from third countries:

- Application form part A2.3: the agreement of an EU Member State concerned by the proposed Action see "Approval Ministry" in section 4.2 above
- Application form part B3: proof of the support of the neighbouring/third country authorities concerned by the Action. One B3 form may be supplied which covers multiple entities per third country.
- Application form part B4: the explanation on why the participation of the third country applicant(s) is necessary and/or indispensable in order to achieve the objectives of the DSI. The B4 form should be supplied by a European partner in the proposal. One B4 form may be supplied which covers all third country applicants.

### Overview of application form part B

| Part      | Must be provided for  |
|-----------|---|
| <b>B</b>  | <ul style="list-style-type: none"> <li>• All applicants</li> </ul>  |
| <b>B1</b> | <ul style="list-style-type: none"> <li>• All applicants<br/><i>except Member States/EEA countries, Member State regions and provinces of the EU, and third countries</i></li> </ul> |
| <b>B2</b> | <ul style="list-style-type: none"> <li>• <u>Each</u> designated affiliated entity</li> </ul>  |
| <b>B3</b> | <ul style="list-style-type: none"> <li>• Each third country entity by the third country authority (one B3 form may cover multiple entities per third country)</li> </ul>            |
| <b>B4</b> | <ul style="list-style-type: none"> <li>• Each third country applicant BY a European partner in the proposal (one B4 form may cover all third country applicants)</li> </ul>         |

#### 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 below).**

##### Section I: Compatibility with EU law on public procurement

Directive 2014/24/EU<sup>17</sup> and Directive 2014/25/EU<sup>18</sup> 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.

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 Structural and Investment Funds (ESIF), 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 against the award criteria.

✓ **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 below).**

**Don't forget to include a Gantt chart of the proposed Action with part D that provides sufficient detail on the critical path, including interdependencies and milestones of each activity.**

Part D is structured in the following sections, mirroring the award criteria:

1. **Relevance**
2. **Quality and efficiency of the implementation**
3. **Impact and sustainability**

<sup>17</sup> The Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement (OJ L 94, 28.3.2014, p. 65) see <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1491816924564&uri=CELEX:32014L0024>

<sup>18</sup> Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors (OJ L 94, 28.3.2014, p. 1), see <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1491817155783&uri=CELEX:32014L0025>

**Please remember to:**

- Provide complete, clear and self-explanatory information addressing all of the bullet/subpoints in part D **as comprehensively as possible** - no requests for further information, clarification or explanation will be made during the evaluation of the proposals.
- Make specific reference is made to all sections listed below, 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.
- Keep in mind that the **absence/incompleteness of an answer is likely to result in a lower score** given by the external experts for the relevant criteria, thus reducing the chance of the proposal being selected. If an answer to a particular question is not available/not applicable, this should be clearly explained.
- Note that the guidance in the sections below indicates the **minimum** information that needs to be provided in each section of part D, but keep in mind that the type of information described below is not exhaustive. Include any further details that you deem necessary for the full appreciation of the merits and justification of the proposed Action.
- Do not exceed **30 pages**. Remember to include a Gantt chart of the proposed Action that provides sufficient detail on the critical path, including interdependencies and milestones of each activity.
  - Do not copy/paste any parts of the Work Programme or call text as background information, just reference where necessary.
  - Remember that a full description of the proposal activities, including tasks and subtasks as relevant, should be provided under application form part A (see section 4.2 above), and only described further in part D, if needed.

**Section 1 - Relevance to Work Programme**

Please provide information on:

- How the proposal meets the requirements for the deployment of the Digital Service Infrastructure (DSI) described in chapter 3 of the 2019 Work Programme and in the relevant 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)

**Please note that all applicants who already received funding under previous CEF Telecom calls and who plan to apply again under this call must clearly explain here and/or in Q2.1 below (as relevant) how their proposed actions will build on and/or differ from those actions funded under the previous call(s).**

## 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 Guidelines. Explain your own situation, and how you/your consortium plan to use components/standards of a particular Building Block as part of your Action.
- How the proposal integrates, builds and follows on from pre-existing work, as outlined in chapter 3 of the 2019 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.

**Please note that all applicants who already received funding under previous CEF Telecom calls and who plan to apply again under this call must clearly explain here and/or in Q1 above (as relevant) how their proposed actions will build on and/or differ from those actions funded under the previous call(s).**

### 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.

\*Please note that **single-applicant proposals** should also complete this section using the guidelines below/as listed on the application form.

For **single-applicant proposals**:

- Describe how the single applicant meets the objectives of the proposed Action.
- Explain how the single applicant contributes to the Action and how it covers the value chain, where appropriate.

- Include a brief description of the profile of the persons primarily responsible for carrying out the proposed activities. CVs may be included, but only as supporting documents.
  - Provide any other information relevant in support of the participant's/person's capacity to bring the proposed Action to a successful conclusion.
- Include any other information and/or supporting documents (e.g. organisation activity report, proof of the experience in carrying out related actions) specified in the 2019 Work Programme or the call text.

**For consortia:**

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

For each member of the consortium:

- Describe the legal entities and their main tasks, with an explanation of how their profile matches the tasks in the proposed Action.
- Include a brief description of the profile of the persons primarily responsible for carrying out the proposed activities. CVs may be included, but only as supporting documents.
  - 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 (e.g. organisation activity report, proof of the experience in carrying out related actions) specified in the 2019 Work Programme or the call text.

**Q2.6 – Budget (including allocation of resources and subcontracting of tasks forming part of the action)**

- Provide justification for the overall budget of the action, including:
  - Information on allocation of resources per applicant (explain how the contribution per applicant was calculated);
  - For personnel costs: provide details on person months/rates to be applied;
  - For other costs: list the major costs' items to be covered by the proposed action and briefly justify their amounts (travel, communication, training etc);
- If applicable, provide information on the planned subcontracting (i.e. implementation by a third party of tasks forming part of the action), including:
  - Description of the tasks to be subcontracted and foreseen knowledge transfer measures
  - Method of selecting subcontractors and type of public procurement procedures used, if applicable
- Explain the reasons why the activities you plan to subcontract cannot be implemented by you/your consortium with your own resources.

**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.
- If possible and relevant, please mention any adequate safeguards, international standards or EU and national legal requirements (if no international standard is available) with which you/your consortium intend to comply.

**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. You should refer to both financial and technical sustainability.

## Section 4 – Annexes

List and number all the annexes attached and uploaded in the TENtec eSubmission module for application form part D.

✓ **In order to facilitate the evaluation of your proposal, please make your annexes and supporting documents easily identifiable by using a clear naming convention.**

**Example:**

- "Application\_form\_Part\_D\_Annex\_1\_description"
- "Application\_form\_Part\_C\_Applicant\_5\_Microbiz"
- "Application\_form\_Part\_D\_Gantt\_chart\_Applicant\_4\_Acme\_Packing\_Company"

**All relevant information for assessing the proposal against the award criteria must be provided in the application form.** Only if additional information to support, illustrate, or provide evidence for an element described in application form part D is considered necessary, it may be included in annex. **Please note that annexes will not be translated into another language.**

✓ **Providing an executive summar(ies) could be one way to provide information instead of entire documents and/or 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 both be clearly referred to and 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 part A must be uploaded in the TENtec eSubmission module's "Supporting Documents" section.** Please note that only the last version of any forms and documents uploaded in the TENtec eSubmission module will be taken into account for the evaluation for proposals with the status of "Submitted".

In addition, as explained in section 4 "Preparing an application" above, **either before or after the call deadline** a set of documentation must be uploaded in the Participant Register to process:

- The verification of the legal existence and status of the organisation
- The financial capacity assessment
- The appointment of a "Legal Entity Appointed Representative" (the so-called "LEAR")

**During the evaluation of the proposals** the EU Validation Services may contact the person who registered the organisation in the Participant Register, asking him/her to submit any missing official supporting documents (via the My Organisations page) and/ or clarify any details relating to the three points mentioned above.




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Application Editor

- My Applications
- Application Editor
- General Information
- Applicants
- Activities and Milestones
- Supporting documents
- Application Management
- Contributors
- Submit this application
- Download this application

### Supporting documents (Draft Nr: 28479001)

Required documents related to the applicant(s)

| Applicant   | Signature of Applicant |
|-------------|------------------------|
| Applicant A | <a href="#">Upload</a> |
| Applicant B | <a href="#">Upload</a> |

Required documents for the application

| Required Document       | Document               | Delete |
|-------------------------|------------------------|--------|
| Application Form Part B | <a href="#">Upload</a> |        |
| Application Form Part C | <a href="#">Upload</a> |        |
| Application Form Part D | <a href="#">Upload</a> |        |

Additional documents for the application

[Upload additional documents](#)

| Document type   | To upload/provide  |
|---|--|
| <b>Required documents related to the applicant(s)</b> | <ul style="list-style-type: none"> <li>Completed and duly signed A2.2 form (to upload in the column "Signature of Applicant")</li> </ul>   |
| <b>Required documents for the application</b>         | <ul style="list-style-type: none"> <li>Application form parts B, C and D – completed and duly signed where relevant.</li> </ul>  |
| <b>Additional documents for the application</b>       | <ul style="list-style-type: none"> <li>Any other supporting documents (such as the completed and duly signed A2.3 forms or specific requirements as indicated in the call text) other than those indicated in the first two rows above.</li> </ul> |

## 5. Procedure for submission of proposals

### 5.1. Deadline for submission & how to submit

The deadline for the submission of proposals is:

| 2019-2  |  |
|---|--|
| Cybersecurity                                 | <b>14 November 2019</b><br><b>17:00.00 (Brussels time)</b> |
| eProcurement                                  |  |
| eHealth                                       |  |
| European e-Justice                            |  |
| European Platform for Digital Skills and Jobs |  |
| Public Open Data                              |  |

Proposals with a status in the TENtec eSubmission system other than "submitted" (i.e. draft or withdrawn) by this deadline will not be valid and considered for the evaluations.

✓ **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 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.**

**In addition, the relevant incomplete sections on the left hand side menu will turn red. Completed sections will show a check mark (✓). However, this feature is indicative: applicants should assess whether their proposal may be submitted by selecting "Submit this Application" and acting on any warning messages, ideally well before the call deadline. Remember that any application submitted after the call deadline will not be considered.**

As a reminder:

- All parts of the application form (A, B, C and D) must be submitted electronically through the TENtec eSubmission module before the deadline.
  - **Application form part A** – with the exception of any documents that need to be signed - must be encoded directly in the TENtec eSubmission module. Please note that for application form part A, ONLY the information encoded in the TENtec eSubmission module will be taken into account for the evaluation.
  - **Application form parts B, C, D** 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 may be submitted (see section 4.6 above).
- For any parts of the application requiring signatures (i.e. forms A2.2, A2.3, B1, B2, B3), the signed and dated originals must be scanned and uploaded in the TENtec eSubmission module's "Supporting Documents" section (see section 4.6 above).
- Advanced electronic signatures based on a qualified certificate<sup>19</sup> in the meaning of the as defined by the eIDAS Regulation<sup>20</sup> 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.

<sup>19</sup> For a list of trusted certificate providers please see:

<https://ec.europa.eu/digital-single-market/en/eu-trusted-lists-trust-service-providers>

<sup>20</sup> See footnote 16

- E-mail or paper copies of the full or any parts of the application sent to the Agency will not be admissible.
- 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.

### Submitting the proposal

Once all the information has been completed 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.*** The left hand side menu will also highlight in red those sections that are incomplete and require additional information.

After resolving all the error messages in this section, the proposal owner (i.e. the user that has created the application in the first place) can submit the application. Click on the "Submit this application" button and reconfirm.

The proposal code (2019-XX-IA-XXXX), 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.

Please note that submitted 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 proposal owners and contributors. Click on the proposal number to access the proposal contents.

The screenshot shows the 'eSubmission' interface for the 'CONNECTING EUROPE FACILITY Electronic Submission'. It features a table with columns for Code, Title, Status, Sector, Call, and Last operation time. A button '+ Create new application' is visible above the table. The application with code 2018-EU-IA-0004 and title 'Safe Browsing Online' has a status of 'SUBMITTED', which is circled in red. Other applications include 'TEST eIdentification & eSic DRAFT', 'SESAAR Test' (WITHDRAWN), and 'TEST DRAFT'.

| Code              | Title                             | Status       | Sector    | Call               | Last operation time |
|-------------------|-----------------------------------|--------------|-----------|--------------------|---------------------|
| 2018-EU-IA-0006   | TEST eIdentification & eSic DRAFT | DRAFT        | Telecom   | CEF-TC-2018-1 - eI | 20/02/2018 10:09    |
| 2018-EU-IA-0004   | Safe Browsing Online              | SUBMITTED    | Telecom   | CEF-TC-2018-1 - S  | 19/02/2018 17:12    |
| 2017-BE-TM-0069-M | SESAAR Test                       | WITHDRAWN by | Transport | CEF-T-2017-MAP-S   | 11/10/2017 14:08    |
| 27565268          | TEST                              | DRAFT        | Energy    | CEF-Energy-2017    | 06/09/2017 11:36    |

### Acknowledgment of receipt

After the proposal has been submitted, the proposal owner 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.

Furthermore, for applicants who re-open a proposal after submitting (as described below), the original acknowledgement of receipt email is no longer valid.

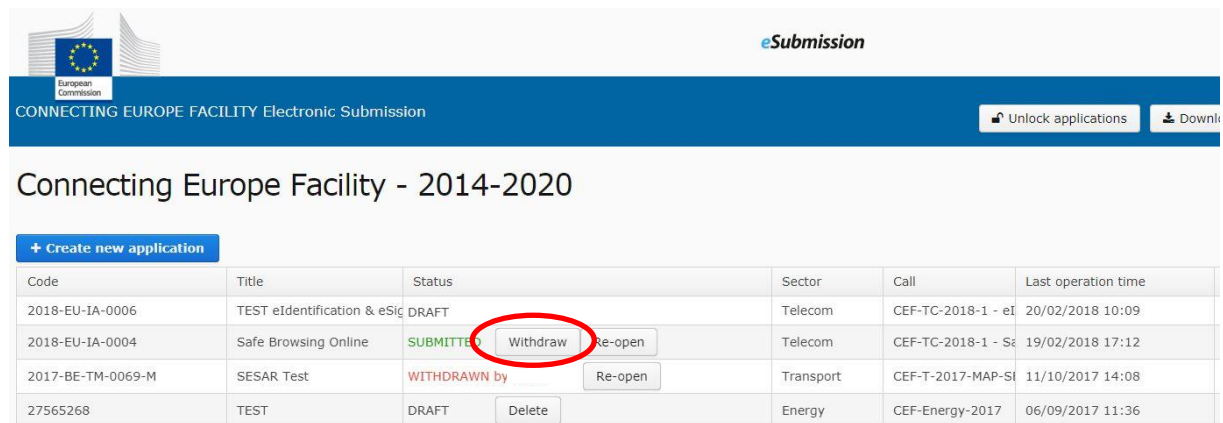
(Please note that only proposals with the status "Submitted" will be valid and considered for the evaluations.)

## Withdrawing, re-opening, re-submitting or deleting a proposal

### Withdrawing a submitted proposal

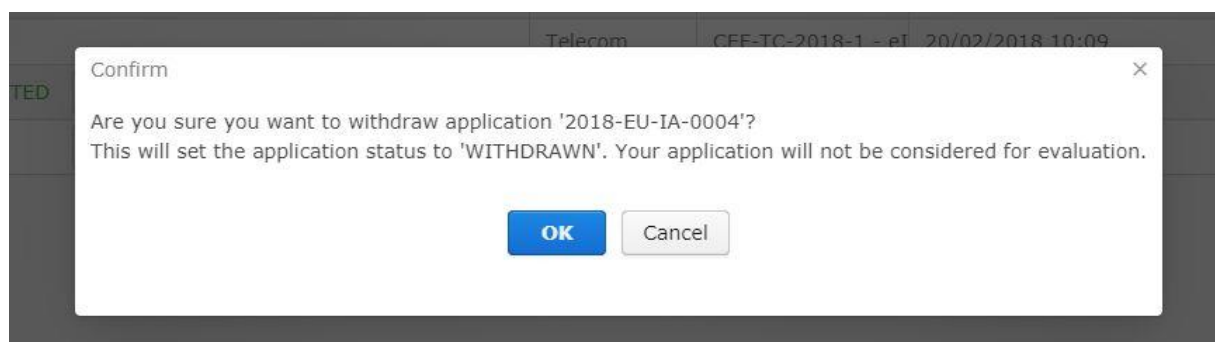
Applicants who wish to withdraw an already submitted proposal may do this before the call deadline via the TENtec eSubmission module homepage. Please note that only the proposal owner (i.e. the user that has created the application in the first place) has the right to withdraw it.

Click on the "Withdraw" button under the Status column for that proposal and then click "OK" to confirm the selection.



The screenshot shows the 'eSubmission' interface for the 'CONNECTING EUROPE FACILITY Electronic Submission'. It features a table of applications with columns for Code, Title, Status, Sector, Call, and Last operation time. The application with Code '2018-EU-IA-0004' and Title 'Safe Browsing Online' has a status of 'SUBMITTED'. A red circle highlights the 'Withdraw' button in the 'Status' column for this application. Other buttons like 'Re-open' and 'Delete' are also visible for other applications.

| Code              | Title                       | Status       | Sector    | Call               | Last operation time |
|-------------------|-----------------------------|--------------|-----------|--------------------|---------------------|
| 2018-EU-IA-0006   | TEST eIdentification & eSig | DRAFT        | Telecom   | CEF-TC-2018-1 - eI | 20/02/2018 10:09    |
| 2018-EU-IA-0004   | Safe Browsing Online        | SUBMITTED    | Telecom   | CEF-TC-2018-1 - S  | 19/02/2018 17:12    |
| 2017-BE-TM-0069-M | SESAR Test                  | WITHDRAWN by | Transport | CEF-T-2017-MAP-S   | 11/10/2017 14:08    |
| 27565268          | TEST                        | DRAFT        | Energy    | CEF-Energy-2017    | 06/09/2017 11:36    |



The screenshot shows a 'Confirm' dialog box with the following text: 'Are you sure you want to withdraw application '2018-EU-IA-0004'? This will set the application status to 'WITHDRAWN'. Your application will not be considered for evaluation.' There are 'OK' and 'Cancel' buttons at the bottom.

The status of the proposal will change to "Withdrawn".

When the proposal owner withdraws an application, an e-mail notification is sent both to that person as well as to the INEA Evaluation team for its records.

Please note that 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 proposal owners and contributors. On the dashboard, click on the proposal number to access the proposal contents.

#### **WARNING: EFFECTS OF WITHDRAWING A PROPOSAL**

By choosing and confirming to withdraw a proposal, the applicant acknowledges that the status of this proposal will change from "Submitted" to "Withdrawn".

Please note that once in "Withdrawn" status, a proposal will not be considered for the evaluation.

To be considered under the call, the withdrawn proposal must be re-opened and submitted again by the call deadline (see the section below).

CONNECTING EUROPE FACILITY Electronic Submission

Unlock applications Download

## Connecting Europe Facility - 2014-2020

+ Create new application

| Code              | Title                       | Status    | Sector    | Call               | Last operation time |
|-------------------|-----------------------------|-----------|-----------|--------------------|---------------------|
| 2018-EU-IA-0006   | TEST eIdentification & eSig | DRAFT     | Telecom   | CEF-TC-2018-1 - eI | 20/02/2018 10:09    |
| 2018-EU-IA-0004   | Safe Browsing Online        | SUBMITTED | Telecom   | CEF-TC-2018-1 - S  | 19/02/2018 17:12    |
| 2017-BE-TM-0069-M | SESAR Test                  | WITHDRAWN | Transport | CEF-T-2017-MAP-S   | 11/10/2017 14:08    |
| 27565268          | TEST                        | DRAFT     | Energy    | CEF-Energy-2017    | 06/09/2017 11:36    |

### Re-opening a submitted or withdrawn proposal

It is possible to make changes to a proposal after it has been submitted or withdrawn and before the call deadline. The "re-open" functionality can be used in several cases:

- if the proposal owner has submitted or withdrawn an application by mistake;
- if the proposal owner wishes to modify and/or add information to an already submitted proposal;
- if the proposal owner wishes to delete a submitted or withdrawn proposal.

Please note that only the proposal owner of the withdrawn/submitted proposal has the right to re-open it.

Go to the TENtec eSubmission module homepage. Click on the "Re-open" button under the Status column for that proposal and then click "OK" to confirm the selection.

CONNECTING EUROPE FACILITY Electronic Submission

Unlock applications Download

## Connecting Europe Facility - 2014-2020

+ Create new application

| Code              | Title                       | Status       | Sector    | Call               | Last operation time |
|-------------------|-----------------------------|--------------|-----------|--------------------|---------------------|
| 2018-EU-IA-0006   | TEST eIdentification & eSig | DRAFT        | Telecom   | CEF-TC-2018-1 - eI | 20/02/2018 10:09    |
| 2018-EU-IA-0004   | Safe Browsing Online        | SUBMITTED    | Telecom   | CEF-TC-2018-1 - S  | 19/02/2018 17:12    |
| 2017-BE-TM-0069-M | SESAR Test                  | WITHDRAWN by | Transport | CEF-T-2017-MAP-S   | 11/10/2017 14:08    |
| 27565268          | TEST                        | DRAFT        | Energy    | CEF-Energy-2017    | 06/09/2017 11:36    |

Confirm

Are you sure you want to re-open application '2018-EU-IA-0004' for editing?  
This will set the application status back to 'DRAFT' and unsubmit your proposal. Note that the application must be re-submitted before '2018-05-15 17:00:00.0' in order to be considered for the evaluation.

OK Cancel

When the proposal owner re-opens an application, an e-mail notification is sent both to that person as well as to the INEA Evaluation team for its records.

Once the withdrawn/submitted proposal is re-opened, its status changes from "Withdrawn/Submitted" to "Draft" and it can be re-submitted **up until the call deadline**.

## EFFECTS OF RE-OPENING A PROPOSAL

A withdrawn proposal – Re-opening a withdrawn proposal makes it editable once again. To be considered under the call the proposal needs to be submitted again by the call deadline.

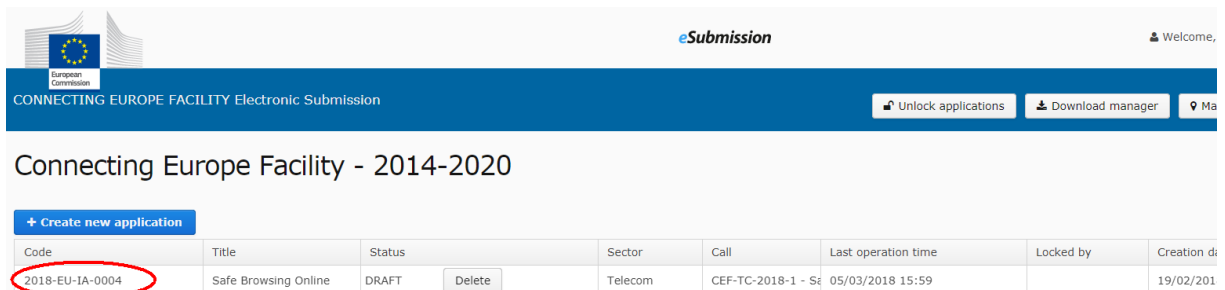
A submitted proposal – Re-opening a submitted proposal has the effect of withdrawing it and making it editable once again. The originally submitted version of the proposal is not stored in the TENtec system and the proposal needs to be submitted once again before the call deadline to be considered under the call of proposals.

### Re-submitting a proposal

To re-submit any withdrawn proposal or a re-opened proposal which has the status of "Draft", 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 re-submitted (see second box on page 10).***

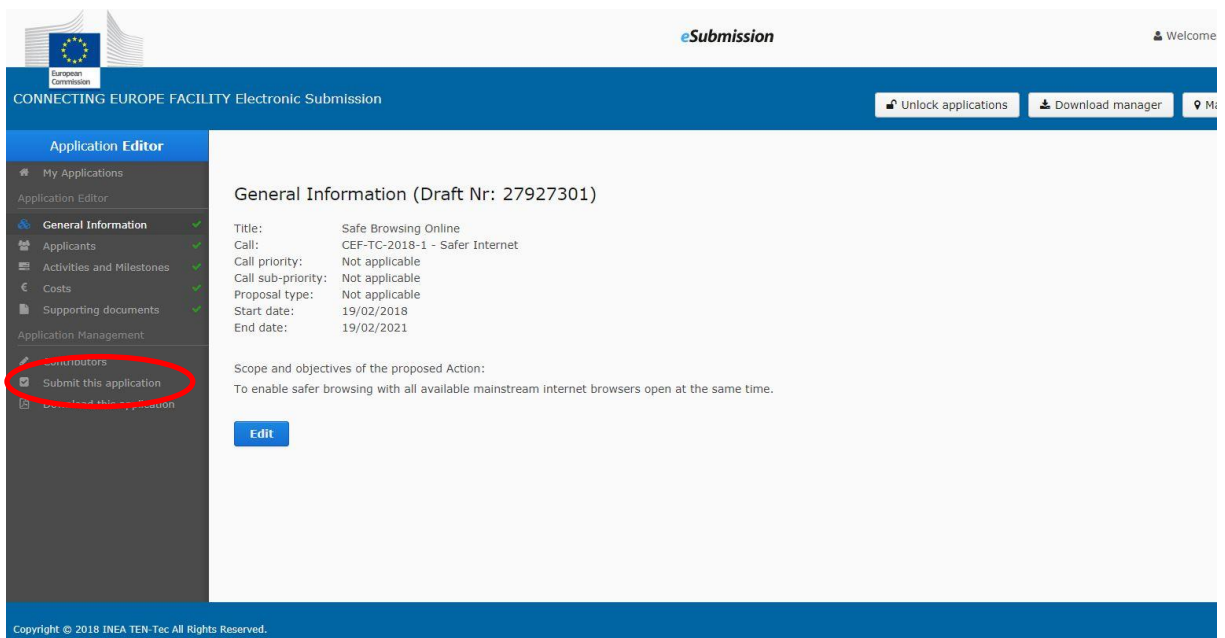
Only the proposal owner can re-submit the application. Click on the "Submit this application" button and reconfirm.

Costs for any re-opened and re-submitted proposal may be eligible only from the **last** date of submission.



The screenshot shows the 'CONNECTING EUROPE FACILITY Electronic Submission' dashboard. At the top, there are navigation buttons for 'Unlock applications', 'Download manager', and 'Ma'. Below the header, the main title is 'Connecting Europe Facility - 2014-2020'. A blue button '+ Create new application' is visible. Below this is a table with the following data:

| Code            | Title                | Status | Sector  | Call                           | Last operation time | Locked by | Creation date |
|-----------------|----------------------|--------|---------|--------------------------------|---------------------|-----------|---------------|
| 2018-EU-IA-0004 | Safe Browsing Online | DRAFT  | Telecom | CEF-TC-2018-1 - Safer Internet | 05/03/2018 15:59    |           | 19/02/2018    |



The screenshot shows the 'Application Editor' interface for draft 27927301. The left sidebar contains a menu with 'Submit this application' highlighted with a red circle. The main content area displays 'General Information (Draft Nr: 27927301)' with the following details:

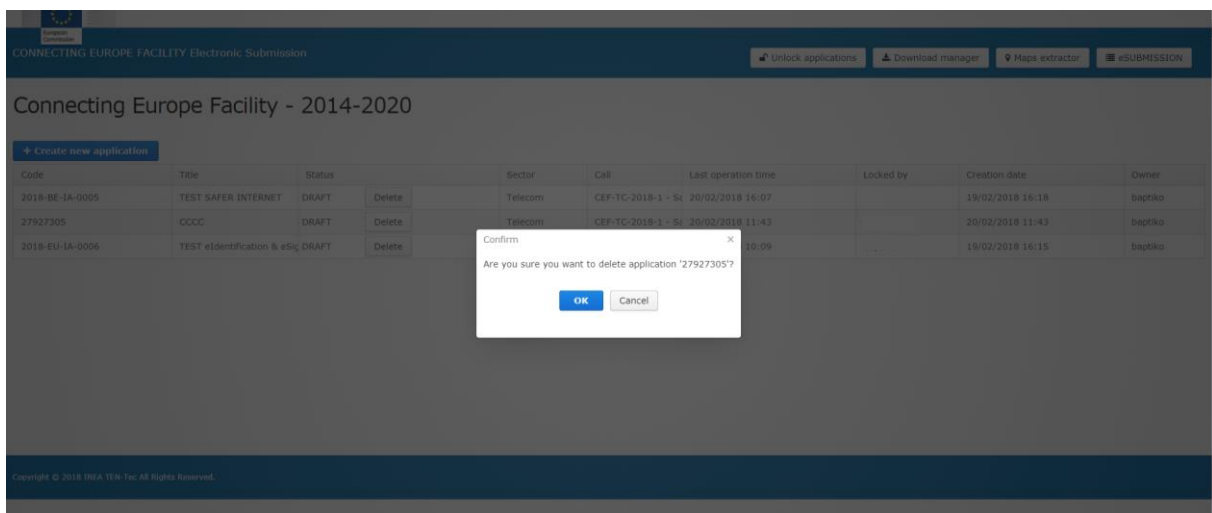
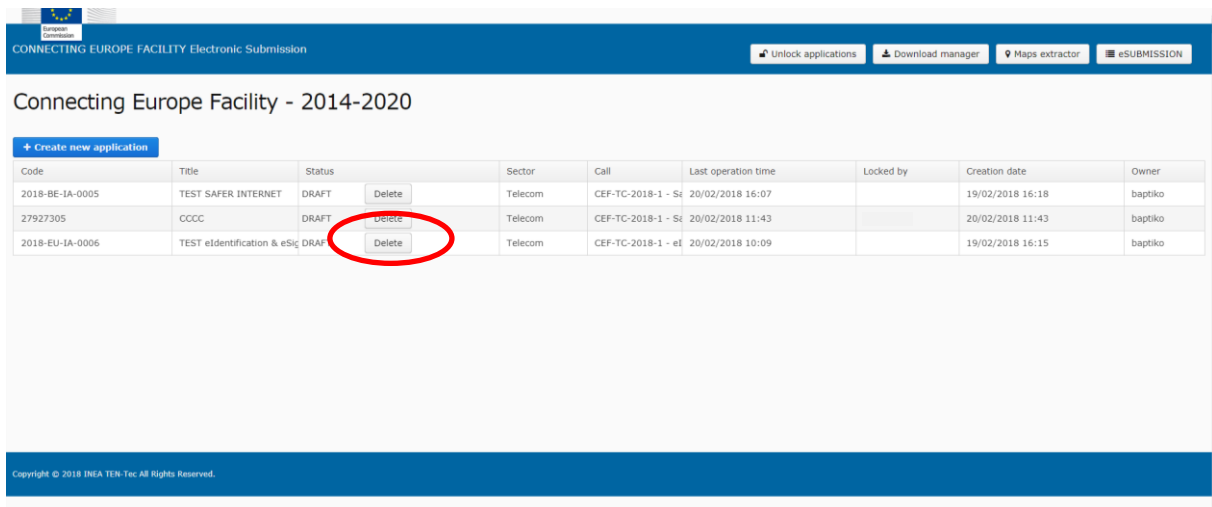
- Title: Safe Browsing Online
- Call: CEF-TC-2018-1 - Safer Internet
- Call priority: Not applicable
- Call sub-priority: Not applicable
- Proposal type: Not applicable
- Start date: 19/02/2018
- End date: 19/02/2021

Below the information, there is a section for 'Scope and objectives of the proposed Action:' with the text: 'To enable safer browsing with all available mainstream internet browsers open at the same time.' An 'Edit' button is located at the bottom of this section.

### Deleting a proposal

Proposal owners have the possibility of deleting any draft proposals. 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 is deleted, the deletion is permanent and the

proposal cannot be recovered from the system. It is not possible to delete a draft proposal after the call deadline.



### **WARNING: EFFECTS OF DELETING A PROPOSAL**

By choosing and confirming to delete a proposal, the applicant acknowledges that the proposal, and all the information provided in the context of the application, will be permanently deleted with no possibility to recover it from the system.

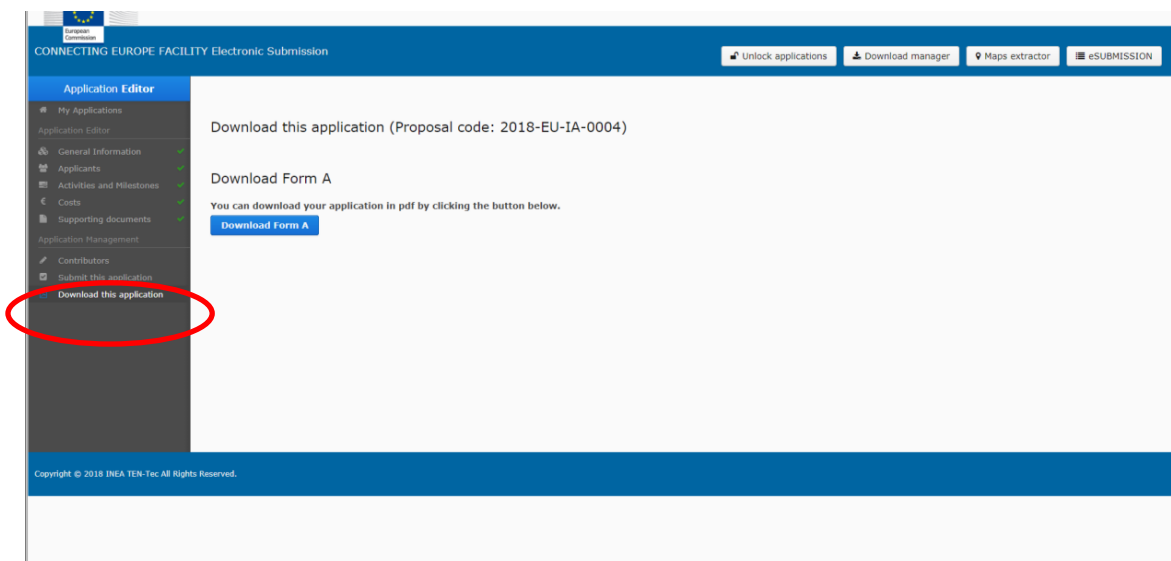
Please note that once deleted, a proposal will not be considered for the evaluations.

To be considered under the call, the applicant will need to start a new complete application and submit it by the call deadline.

### **Accessing a submitted proposal**

Applicants have the possibility of accessing and downloading the information of a submitted proposal without changing its "Submitted" status.

To do so, simply click on the proposal code from the dashboard. In the following screen, select "Download this application". Please note that this will only download application form part A. If you wish to download any other application form and/or supporting document, go to the "Supporting documents" section.



## 5.2. Further information or clarifications

For up to date information about the calls, 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/2019-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/2019-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](mailto: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.

| 2019-2   |                            |                        |
|--|----------------------------|------------------------|
|  | Deadline for FAQ questions | Last FAQ update        |
| <b>Cybersecurity</b>                                 | <b>24 October 2019</b>     | <b>7 November 2019</b> |
| <b>eProcurement</b>                                  |                            |                        |
| <b>eHealth</b>                                       |                            |                        |
| <b>European e-Justice</b>                            |                            |                        |
| <b>European Platform for Digital Skills and Jobs</b> |                            |                        |
| <b>Public Open Data</b>                              |                            |                        |



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**

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725<sup>21</sup> on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by INEA.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046<sup>22</sup>. For more information see the Privacy Statement 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/2019-cef-telecom-calls-proposals>

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<sup>21</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39–98)

<sup>22</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

## 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:** Defined as an implementation of the AS4 data exchange protocol. In particular, the profile of AS4 developed by eSENS and now maintained by the CEF eDelivery Building Block: <https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eDelivery+AS4>. The Access Point must comply with this profile because several options of the original technical specifications were narrowed down in order to increase consistency, interoperability and to simplify deployment.

**Acknowledgement of receipt:** An automatic e-mail sent to applicants confirming that their proposal was successfully submitted in the TENtec eSubmission module.

**Action:** Any activity (or 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. 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 187 of the Financial Regulation:

<https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A32018R1046>

Any designated affiliated entities have to comply with the eligibility and selection criteria defined in the relevant Work Programme. Examples of affiliated entities could be as follows:

- Entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries)
- Entities directly or indirectly controlling the beneficiary (parent companies)
- Entities under the same direct or indirect control as the beneficiary (sister companies)

**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*.

### B

**Beneficiary:** Any entity which signs directly or through a mandate to the coordinator a grant agreement with INEA, whether or not the beneficiary requests funding from the EU. 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), see <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32013R1316>

**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.

**Coordinator:** The main contact point for INEA during the project management phase and will be, *inter alia*, responsible for receiving the grant 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.

**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, see <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32001R0045>).

**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, see <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=URISERV%3A126015>)

**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.

**EU Login:** As of November 2016, the new name of the European Commission's main authentication service, the former ECAS

**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 Regulation:** Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union. See [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L\\_.2018.193.01.0001.01.ENG&toc=OJ:L:2018:193:TOC](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2018.193.01.0001.01.ENG&toc=OJ:L:2018:193:TOC).

## 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 that may be designated by a beneficiary, where the beneficiary is a Member State/EEA country or an international organisation, to implement the proposed action. Such designation should be decided upon by the beneficiary under its own responsibility and, if it requires the award of a procurement contract, in compliance with the applicable EU and national public procurement rules. Please note that implementing bodies are not considered as applicants in a proposal. In case the call includes consortium composition criteria in section 6.1 of the call text, implementing bodies are not 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 156 of the Commission Regulation (EU) No 1046/2018 (Financial Regulation), 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:** For the purposes of this call, a joint undertaking established by the EU for the efficient execution of EU research, technological development and demonstration programmes, as referred to 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>

## 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:** A state which is a member of the European Union. In the context of the CEF, the Member State approval of an application may be provided by any Ministry 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 regarding how an activity or task is progressing and its associated expected results. Each activity should relate to milestones related to at least its end time, as well as preferably its corresponding intermediate milestone(s).

**Mono-applicant proposal:** An application for CEF funding that is submitted by one applicant. Same as "single-applicant proposal".

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

## 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.

**Proposal code:** Proposal code is automatically generated by TENtec eSubmission module upon the submission of a proposal for CEF funding.

**Proposal owner:** The user that has created the application for the proposed Action in the TENtec eSubmission module. Proposal owners are the only ones which can submit, withdraw, re-submit and/or delete the application. A proposal owner may be from the coordinating applicant or a third party preparing the proposal on an applicant's behalf.

**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. For the purpose of assessing the selection criteria as set in the calls for proposals, entities governed by public law and that fulfil the following conditions will be assimilated to a public sector body:

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

## R

**Reserve list:** A list that may be drawn up, if appropriate, listing 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.

## S

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

**Single-applicant proposal:** An application for CEF funding that is submitted by one applicant. Same as "mono-applicant proposal".

**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, used for the grant management cycle under the CEF

**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. The work programme applicable for this set of calls is Commission Implementing Decision C(2019)1021 of 14 February 2019.

## 7. Creating an EU Login/registering in TENtec

The screenshot shows the 'EU Login' registration page. At the top, there is a yellow banner with a cookie notice and a 'Close this message' button. Below that, the 'EU Login' logo and tagline 'One account, many EU services' are visible. A language dropdown menu is set to 'English (en)'. The main heading is 'Create an account'. The form includes fields for 'First name', 'Last name', 'Email', and 'Confirm e-mail'. There is also an 'Email language' dropdown menu. A security code input field is shown with a refresh button. Below the code field is a CAPTCHA image. A checkbox is present with the text 'By checking this box, you acknowledge that you have read and understood the privacy statement'. A 'Create an account' button is at the bottom of the form. The footer contains links for 'About EU Login', 'Cookies', 'Privacy Statement', 'Contact', and 'Help', along with the European Commission logo and the text 'Powered by European Commission'.

### EU Login

1. Go to the EU Login register page (<https://webgate.ec.europa.eu/cas>) and enter:
  - your first name, last name and e-mail address, your re-confirmed e-mail address, choice of e-mail language and
  - the displayed security code. You must also confirm that you have read and understood the privacy statement by checking the box indicated.
2. Select "Create an account"
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 EU Login.

### TENtec

All first-time users of the TENtec eSubmission system must also register their EU Login 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.