

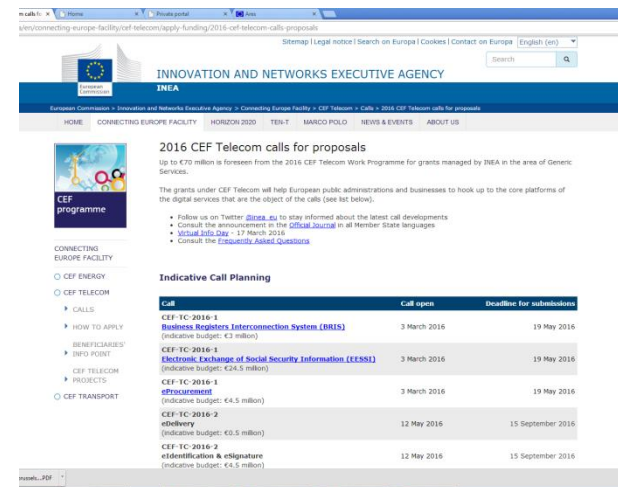


# Preparing a successful proposal

Kara Baptista, Evaluation Manager – CEF Telecom - INEA  
CEF Telecom 2016-2 Info Day – 3 June 2016

# Before you get started...

- Read through **ALL** of the call documents on your call webpage, especially:
  - **Work Programme**
  - **Call text**
    - Take special note of the **Priorities** (section 3) and **Results** (section 4) which provide specific information on what is expected in the proposals
    - Carefully read the **Award Criteria** (section 10) which explain on what the proposals will be evaluated - and take note of any areas which may NOT be covered
  - **Guide for Applicants**



INNOVATION AND NETWORKS EXECUTIVE AGENCY

2016 CEF Telecom calls for proposals

Up to €70 million is foreseen from the 2016 CEF Telecom Work Programme for grants managed by INEA in the area of Generic Services.

The grants under CEF Telecom will help European public administrations and businesses to hook up to the core platforms of the digital services that are the object of the calls (see list below).

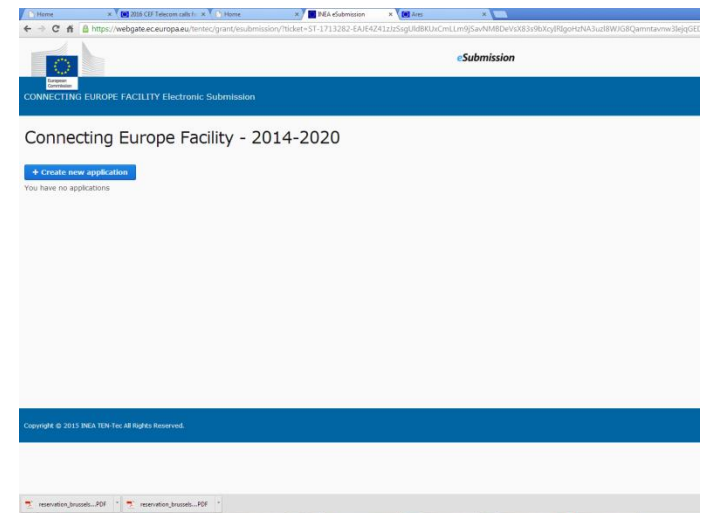
- Follow us on Twitter [@inea\\_eu](#) to stay informed about the latest call developments
- Consult the announcements in the [Official Journal](#) in all Member State languages
- [Virtual Info Day - 17 March 2016](#)
- Consult the [Frequently Asked Questions](#)

Call	Call opens	Deadline for submissions
CEF-TC-2016-1 Business Registers Interconnection System (BRIS) (Indicative budget: €3 million)	3 March 2016	19 May 2016
CEF-TC-2016-1 Electronic Exchange of Social Security Information (EESSI) (Indicative budget: €24.5 million)	3 March 2016	19 May 2016
CEF-TC-2016-1 eProcurement (Indicative budget: €4.5 million)	3 March 2016	19 May 2016
CEF-TC-2016-2 edelivery (Indicative budget: €0.5 million)	12 May 2016	15 September 2016
CEF-TC-2016-2 eIdentification & eSignature (Indicative budget: €4.5 million)	12 May 2016	15 September 2016

# Getting started

## Fully electronic proposal submission using **TENtec eSubmission tool**

- TENtec used for all CEF sectors: application, evaluation and project management
- Link available on each call webpage
- Need ECAS password for access
- Detailed, step by step guidance available in Guide for Applicants



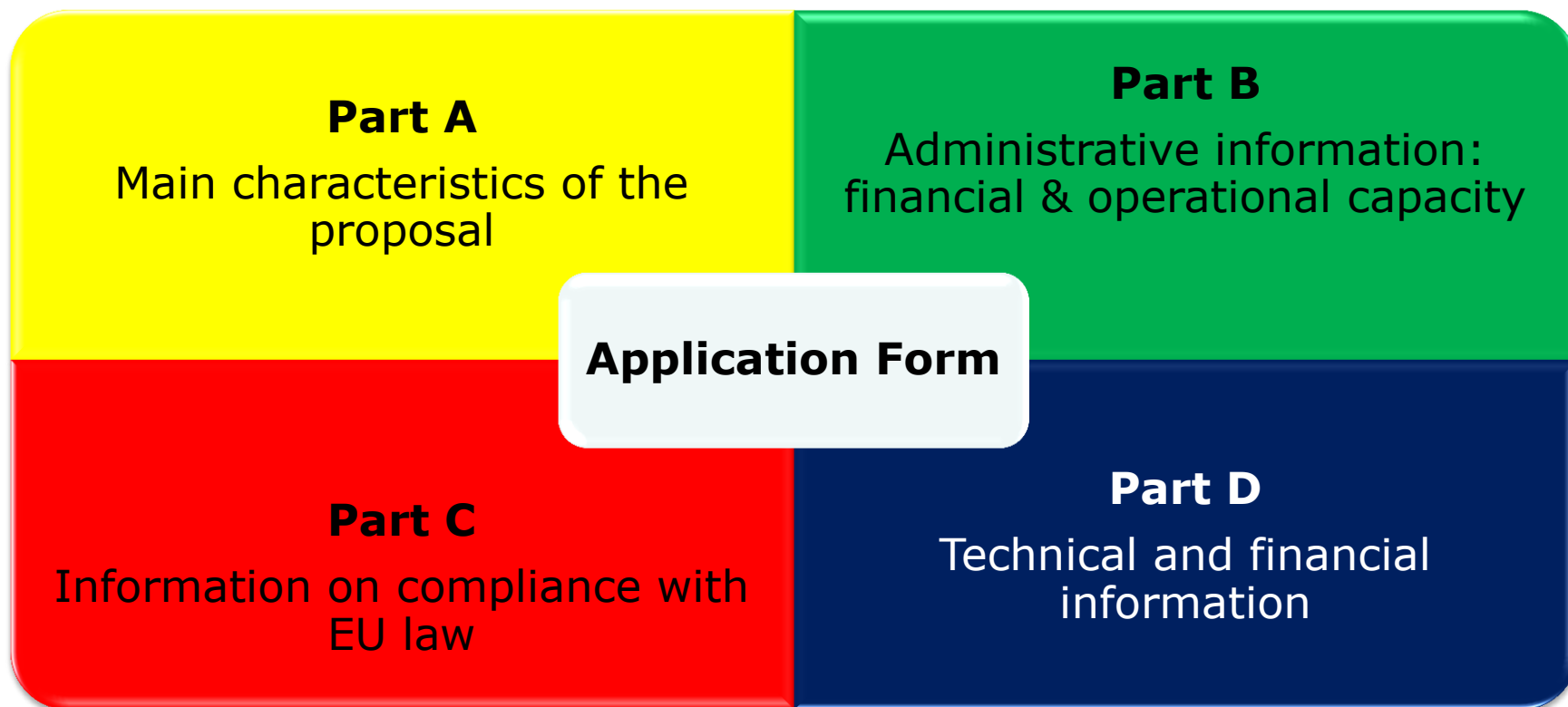
# Getting started...

## What does a proposal involve?

**Action** - any financially and technically independent activity that has a set timeframe and is necessary for the implementation of a project of common interest (see Annex of Telecom Regulation)

The evaluation concerns **only** the proposed Action

# Application form: overview



# Application form A

Essential **information on the applicants** and **on the proposal** (summary of the action, timing, activities and milestones, budget and requested funding + basic administrative info on applicants)

- **Must be completed in the TENtec eSubmission module** - Word version provided for reference on call webpage
- Includes forms that require signature of the applicants (A2.2) and Member State validation (A2.3)

**Be complete, informative and precise: the descriptions of the proposed Action and activities will also be used for the grant agreement**

# Application form B

Further administrative information on applicants and info used to demonstrate compliance with the **financial & operational capacity**

- Legal entity form + financial identification form (for coordinating applicants), additional supporting documents
- Member States, third countries, public entities established in the EU and international organisations **DO NOT** need to demonstrate financial and operational capacity
- Annexes B-I, B-II, B-III, B-IV to be completed and signed and uploaded if applicable – check Guide for Applicants!

# Application form B

## Financial and operational capacity check

- Required by Financial Regulation

### Financial capacity check

Financial analysis based on a set of ratios, carried out at the same time as evaluation – applicants to supply information based on amount of grant requested

### Operational capacity check

Proof of technical and operational capacity of applicant to complete the proposed Action

- Complements information from application form D2.3
- Proof: activity report, CVs, reports on similar projects, etc



# Application form C

Information to allow the assessment of compliance with EU law on public procurement and other sources of EU funding

- Required for all proposals but only as far as activities of the proposed Action

# Application form D

Detailed, technical information describing the proposed Action and its activities – i.e. the heart of the proposal

- Provide explanations on relevance to WP, maturity, management structure, risk assessment, pending admin/technical/implementation issues, consortium members, subcontracting info, security, proof of national support, overall impact and sustainability
- Order of the questions reflects the **award criteria** – address each point and subpoint in your application to ensure that your proposal contains all of the relevant information on which it will be assessed.
- Don't forget the Gantt chart/other annexes

# Tips to improve your proposal:

## content

- Provide **ONLY relevant information** on the application forms – focus on the objective of the call
  - Don't rely on the additional supporting documents to provide the essential information!
- **Be consistent** in describing the objective, activities, duration and budget in your responses to different questions and parts of the application form
- Present a **clear time table and planning overview**, explain possible risks and delays and provide evidence that these are being addressed
- **Show evidence** that the proposed Action supports the objectives/aims of the call + addresses the award criteria
- Justify why the **financial support** is needed
- **Use simple, clear language!** Responses need to be clear, well-structured, substantiated and concise -> experts have limited time to read and assess the proposals

# Tips to improve your proposal: process

- **Start NOW** (especially for Member State endorsement and organisation of multi-applicant proposals)
- Save your proposal often in the system
- Check to see which information is still missing from your proposal well before the deadline
- Avoid uploading all supporting documents and information at the last minute
- Visit your call webpage regularly to check for updates, sign up for our Twitter feed for notifications

# Guidance and help available

- Call webpage:
  - **Work programme**
  - **Call texts**
  - **Other key legal and technical documents**
  - **Member State contact points**
  - **Useful links**
- Guide for Applicants
- Presentations and video footage from 3 June Info Day
- Call checklist

# Guidance and help available

- Helpdesk: [INEA-CEF-Telecom-calls@ec.europa.eu](mailto:INEA-CEF-Telecom-calls@ec.europa.eu)
- FAQs (general and DSI specific) and FAQ notification service
  - Where relevant for all applicants: answers published in FAQs (no individual responses!)
  - Where too specific to a proposal and would provide a comparative advantage: not answered
  - FAQ deadline: Thursday 1 September - last FAQ update online Thursday 8 September
  - Individual responses will be provided until the deadline on technical questions related to TENtec eSubmission module

# Submitting the application

- Follow the steps as detailed in the Guide for Applicants
  - **Part A must be filled in TENtec eSubmission module**
  - **Parts B, C and D can be completed in native applications and uploaded as attachments**
  - **No e-mailed documents will be accepted**
- Upload all forms requiring signatures (e.g. A2.2, A2.3, Annexes B-I, B-II, B-III) – **make them clearly identifiable by their title**
- Don't forget any supporting documents
- Keep your originals – they may be requested later
- Submit in TENtec (well) before the deadline:  
**Thursday, 15 September 2016, 17h00.00 (Brussels time)**

## Next steps (indicative)

- September-December 2016: evaluation
- January-February 2017: legislative process and adoption of the Selection Decision
- **Starting from February 2017: announcement of results and negotiation of individual grant agreements for the successful proposals**

**Best of luck with your proposal preparation!**



## For more information



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[inea@ec.europa.eu](mailto:inea@ec.europa.eu)



<http://ec.europa.eu/inea>

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



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Thank you!