CEF Telecom call 2019-2: How to prepare a successful proposal

Paul Harris – Evaluation Manager, CEF Telecom - INEA
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PREPARING A SUCCESSFUL PROPOSAL

How to apply:
READ, REFLECT, REMEMBER
READ
ALL call documentation thoroughly

CEF Regulation (made easy)
READ: all call documentation

• See call webpage and consult:
  • Work Programme (Annex)
  • Call text
    • Take special note of the Priorities & Objectives (section 2.1) and Results (section 2.2) which provide specific information on what is expected in the proposals
    • Carefully read the Award Criteria (section 8) which explain on what the proposal will be evaluated
  • Guide for Applicants
  • Application forms – you must use the templates provided!
  • FAQs – both general & specific
  • Model grant agreement
READ: how to use TENtec

• **TENtec**: system used to manage the CEF projects during their entire lifecycle and which enables the electronic submission of proposals under the CEF calls

• Step-by-step instructions for the **TENtec eSubmission system** in the Guide for Applicants

**NEW!**

• **New feature**: warning if you encode an activity start date in the past, or an activity end date before the results of the evaluation will be announced
READ: Application forms
All application forms and access to TENtec eSubmission module available via call page on INEA website

- **Part A**
  Main characteristics of the proposal

- **Part B**
  Administrative information

- **Part C**
  Information on compliance with EU law

- **Part D**
  Technical and financial information
Application form A

Essential administrative information on the applicants and on the proposal: summary of the action, timing, activities and milestones, budget, breakdown of eligible costs and requested funding plus Member State approval

- MUST be encoded in the TENtec eSubmission module, .pdf will be generated automatically (Word version provided for reference on call webpage)
- Includes forms that require signature of the applicants (A2.2) and Member State validation (A2.3) – upload separately

The descriptions of the proposed Action and activities will also be used for the grant agreement: be complete, informative and precise!
Application form B

Further administrative information on applicants and info used to demonstrate compliance with operational capacity (required by EU Financial Regulation)

Certain types of applicants **DO NOT** need to demonstrate operational capacity – check intro section of the B form for more details
Operational capacity check

Capacity of applicant to complete the proposed Action - complements information from application form part D2.3

*Documents: activity reports, CVs, reports on similar projects, etc*

- Complete all relevant parts of form B and upload to TENtec
Application form C

• Information on compliance with EU law on public procurement

• Information on other sources of EU financing that may be received by the proposal (cannot receive grants from two EU funding sources)
Application form D

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

• Reminder: you must use the template available on the call page!

• 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

• Includes Gantt chart + other annexes: please ensure that these are readable and useful for the evaluators!

• Part D: 30 pages maximum
REFLECT on the call content & requirements
Award criteria

- **CEF Telecom funding is a competitive process based on defined award criteria in the Work Programme and call text.**
  - Do you understand the priorities, objectives and intended results as defined in the call text for the Digital Service Infrastructure (DSI) in question?
  - Does your proposed Action address these points?
  - Can you justify why YOUR proposal should ultimately be selected for funding?

### Relevance
- Alignment to DSI implementation objectives & activities (WP)
- Alignment to EU/national policies, strategies and activities

### Quality & efficiency of implementation
- Maturity
- Coherence/effectiveness with work plan
- Quality of consortium/consortium members
- Support from national authorities/industry/NGOs
- Attention to security/privacy/inclusiveness/accessibility

### Impact & sustainability
- Quality of the approach to facilitate wider deployment/take-up of the proposed actions
- Capability of long-term sustainability without EU funding
Consortium & approval requirements

• **Some calls have strict consortium requirements/requirements on types of applicants.**
  - Do you have enough partners lined up who can act as applicants?
  - Who will serve as the consortium coordinator?
  - Does this organisation understand the requirements of this role?
  - Can you provide evidence/justify that all applicants in the proposal meet any other identified eligibility criteria?

• **Member State approval is necessary for all applications to be eligible.**
  - Do you understand how this approval process is done in your Member State?
  - Have you taken into consideration the time it will take to obtain the approval(s)?
A good proposal…

• uses simple language
• provides clear descriptions on how the proposed solutions will be implemented
• addresses all of the award criteria in sufficient detail
• is well-structured

Evaluators must find the relevant information and evidence in the proposal in order to evaluate it – they will not make any assumptions!
Different aspects of the proposal (i)

- **Operational:** show concrete evidence on how your proposed Action
  - supports the objectives/aims of the call
  - addresses the award criteria
  - mitigates any possible risks and delays
  - incorporates a clear timetable and planning overview

- **Technical:** give explanations/clear diagrams on IT solutions used, architecture, standards, etc
  - explain the work you will be undertaking
  - provide ample descriptions of your activities and milestones
Different aspects of the proposal (ii)

- **Financial**: provide a business and/or financial plan to
  - justify your costs
  - explain financial sustainability
  - assess your proposed budget in general
REMEMBER
Successful applications take time and effort...
REMEMBER: time flies...

• **Start NOW** and don't forget about the deadline

  • Completing an application is time consuming, especially for first time applicants
  • Member State endorsement and multi-applicant proposals take time
  • If the deadline passes and you haven't submitted your complete proposal, it will be declared inadmissible: it will not be evaluated!
REMEMBER
...help is available!
Answering your questions

- Visit your **call webpage** regularly to check for updates, sign up for our **Twitter feed** and **FAQ notifications**

- **Helpdesk:** INEA-CEF-Telecom-calls@ec.europa.eu

- **FAQs** (general and DSI specific) and **FAQ notification service:**

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<tr>
<th>2019-2</th>
<th>Deadline for FAQ questions</th>
<th>Last FAQ update</th>
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<td>7 November 2019</td>
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- **Questions on TENtec eSubmission module?** Responses will be provided until the deadline
One last step: make a final check before submitting your application

- Follow the steps as detailed in the Guide for Applicants
- Use the checklist to ensure that you have all necessary forms
- Upload all forms requiring signatures + make them clearly identifiable by their file name in English
- Don't forget any supporting documents
- Keep your originals – they may be requested later

- Submit in TENtec before the deadline...(do not wait until the last minute!)
CEF Telecom calls: for more information

inea-cef-telecom-calls@ec.europa.eu


@inea_eu

Thank you!