



2017-3 CEF Telecom call: how to prepare a successful proposal

Kara Baptista – Evaluation Manager, CEF Telecom - INEA
2017-3 CEF Telecom Virtual Info Day – 12 September 2017

PREPARING A SUCCESSFUL PROPOSAL

How to apply:
READ, REFLECT, REMEMBER

READ: get to know the call documents

- First familiarise yourself with **all** of the call documents on the call webpage, especially:

- **Work Programme (Annex)**

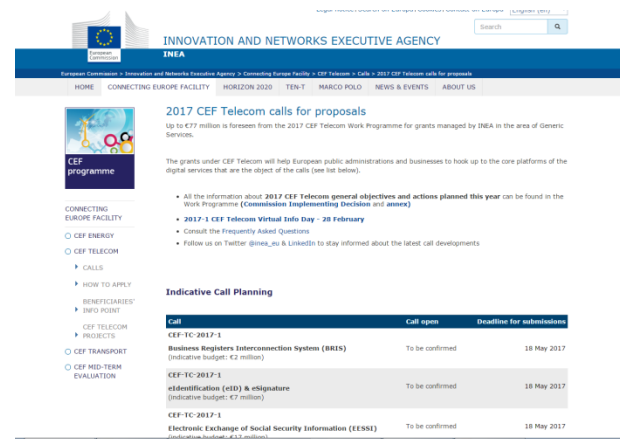
- **Call text**

- 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**

- **FAQs**



INNOVATION AND NETWORKS EXECUTIVE AGENCY
INEA

2017 CEF Telecom calls for proposals

Up to €77 million is foreseen from the 2017 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).

- All the information about **2017 CEF Telecom general objectives and actions planned this year** can be found in the Work Programme (**Commission Implementing Decisions and annex**)
- **2017-1 CEF Telecom Virtual Info Day - 28 February**
- Consult the **Frequently Asked Questions**
- Follow us on Twitter (@inea_eu) & LinkedIn to stay informed about the latest call developments

Indicative Call Planning

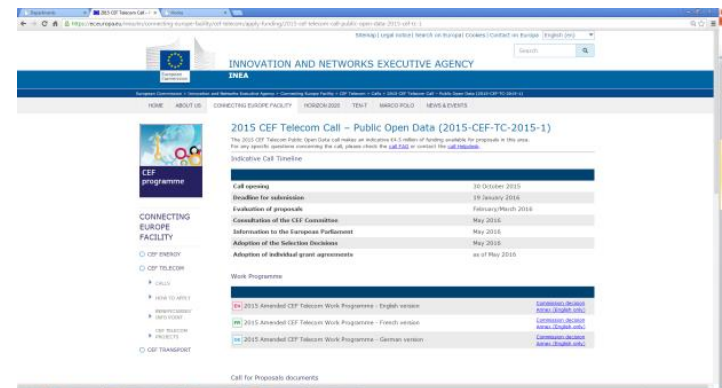
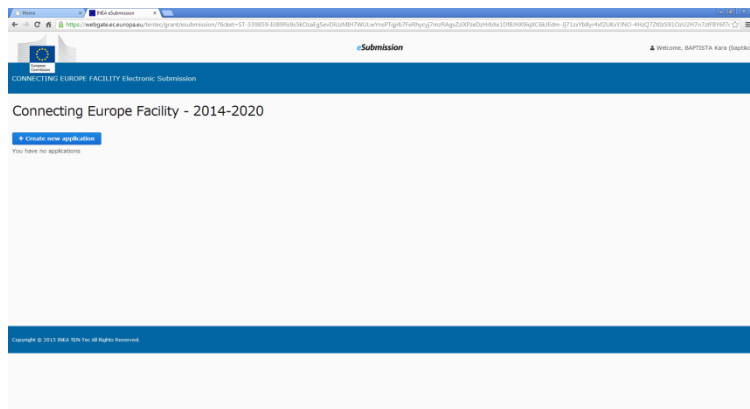
Call	Call open	Deadline for submissions
CEF-TC-2017-1 Business Registers Interconnection System (BRIS) (indicative budget: €2 million)	To be confirmed	18 May 2017
CEF-TC-2017-1 eIdentification (eID) & eSignature (indicative budget: €7 million)	To be confirmed	18 May 2017
CEF-TC-2017-1 Electronic Exchange of Social Security Information (EESSE)	To be confirmed	18 May 2017



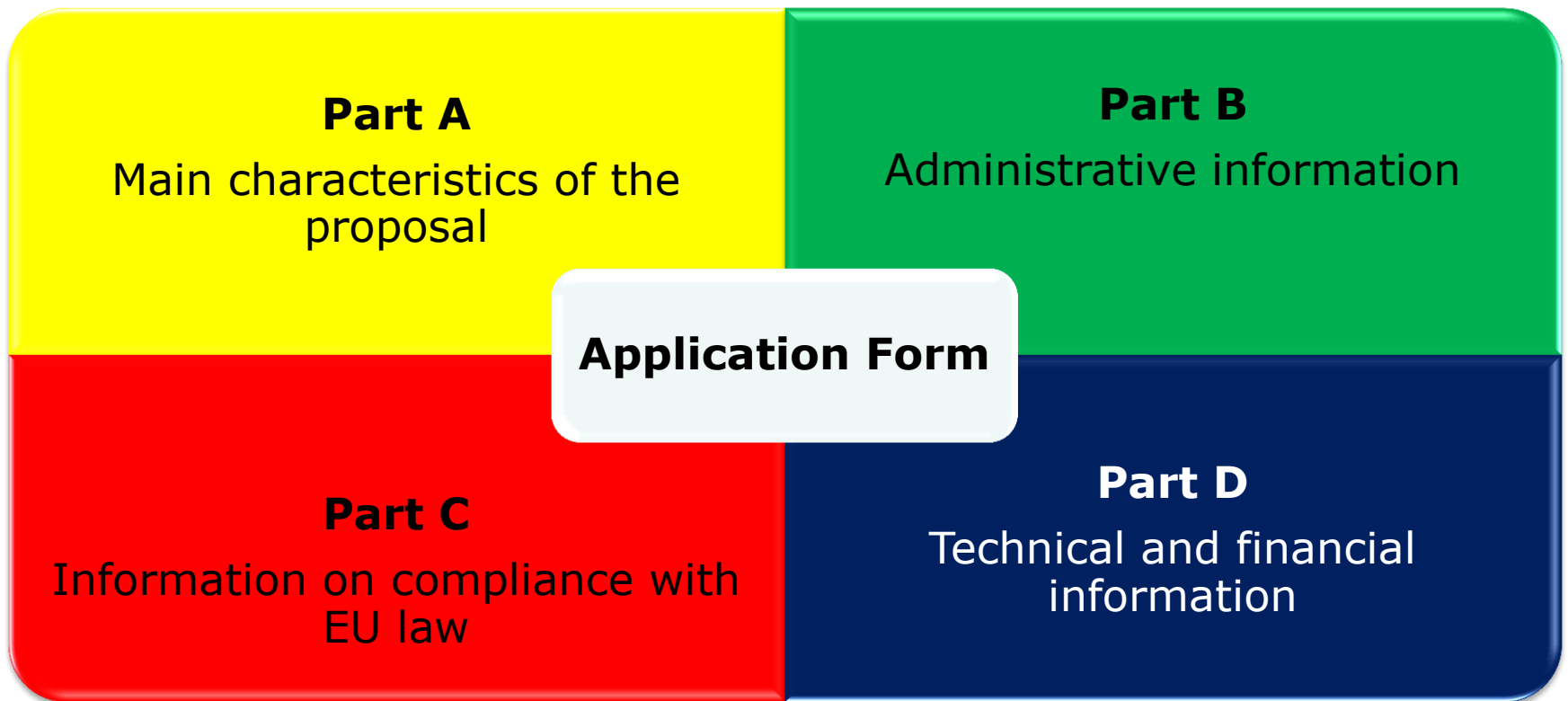
European
Commission

READ: how to use TENtec electronic proposal submission

- **TENtec:** system used to manage the CEF projects during their entire lifecycle and which enables the electronic submission of proposals under the CEF calls
- All application forms and access to TENtec eSubmission module available via call page on INEA website
- Step-by-step instructions for TENtec in the Guide for Applicants



READ: Application forms



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 use to demonstrate compliance with the **financial & operational capacity** (*required by Financial Regulation*)

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

Application form B

Financial and operational capacity check

- **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

Documents: Legal entity form, financial identification form, additional supporting documents

- **Operational capacity check**

Proof of technical and operational 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)

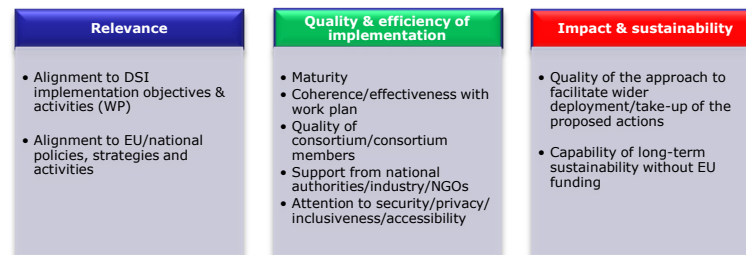
Application form D

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

- 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
- Part D: 30 pages maximum

REFLECT: call content and requirements

- **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?
 - Does your proposed Action address these points?
 - Can you justify why YOUR proposal should ultimately be selected for funding?



- **Preparing a good application requires time and effort – as does the resulting project management.**
 - Do you have both the time and resources to prepare a good application?
 - Do you understand the requirements of the grant agreement if your proposal is selected for funding?

REFLECT: call content and requirements

- **Some calls have strict consortium requirements/requirements on types of applicants.**
 - Do you have enough partners lined up at the outset 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?
 - Do you know who is your Member State contact point?
 - Have you taken into consideration the time it will take to obtain the approval(s)?

REFLECT: call content and requirements

A good proposal:

- uses simple language
- is well-structured
- addresses the award criteria
- provides clear descriptions on how the proposed solutions will be implemented

Evaluators must find the relevant information and evidence in the proposal in order to evaluate it – they will not make any assumptions!

REFLECT: call content and requirements

- Can you effectively organise the information in your proposal/application forms?
 - **Financial: provide a business and/or financial plan to**
 - justify your costs
 - explain financial sustainability
 - assess your proposed budget in general
 - **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
 - **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

Please take note!

Previous applicants:

- Call text: new structure
- Requirement to explain in application form part D how their proposed Action differs from those actions funded under previous calls – see section 12.1 of call texts for more details
- Eligible costs: different presentation in application form part A tables – indicate personnel, subcontracting and other costs per beneficiary/per activity
- Application form part B: no more annexes

All applicants:

- Withdrawal feature – can withdraw + re-open a submitted or withdrawn proposal in TENtec

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 proposal, it will be declared inadmissible: will not be evaluated!
- Visit your call webpage regularly to check for updates, sign up for our Twitter feed and FAQ notifications
 - **Use all of the documentation and information available (Info Day presentations, proposal checklists, FAQs)**

REMEMBER: help is available

- INEA is here to support you through the entire application process:
 - Helpdesk: 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: Tuesday 14 November - last FAQ update online Tuesday 21 November
 - Individual responses will be provided until the deadline on technical questions related to TENtec eSubmission module

REMEMBER: final check before submitting your application

- Follow the steps as detailed in the Guide for Applicants
 - Part A: must be encoded in the TENtec eSubmission module
 - Parts B, C and D: complete in native applications and upload as attachments
 - 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!)**

Tuesday, 28 November 2017, 17:00.00 (Brussels time)

Next steps (indicative)

- December 2017-February 2018: evaluation
- March-April 2018: legislative process and adoption of the Selection Decision
- **Starting from April 2018: announcement of results and negotiation of individual grant agreements for the successful proposals**

Best of luck!



European
Commission

CEF Telecom calls: for more information



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



<https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2017-cef-telecom-calls-proposals>



@inea_eu

Thank you!