



# **CEF Telecom calls 2018-2, 2018-3, & 2018-5: How to prepare a successful proposal**

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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**
- **FAQs** – both general & specific
- **Model grant agreement**



INNOVATION AND NETWORKS EXECUTIVE AGENCY  
INEA

2018 CEF Telecom calls for proposals

Up to €500 million is foreseen from the 2018 CEF Telecom Work Programme for grants managed by INEA in the area of General Services. The grants under CEF Telecom will help European public administrations and businesses to hook up to the core positions of the digital services that are the object of the call (see list below).

All the information about 2018 CEF Telecom general objectives and actions planned this year can be found in the Work Programme (Annex to the Commission Implementing Decision)

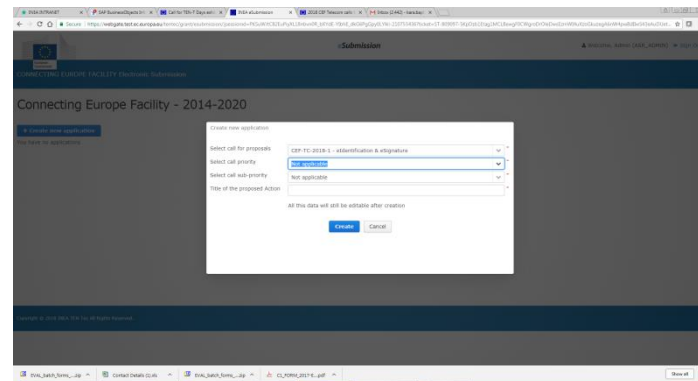
- 2018-1 CEF Telecom Virtual Info Day - 8 March
- Follow us on Twitter @INEA\_en & LinkedIn to stay informed about the latest call developments.
- Looking for partners for your CEF Telecom consortium? Join this LinkedIn group

Indicative Call Planning

Call	Call opens (Estimated)	Deadline for submissions (Estimated)
CEF-TC-2018-1		
Identification (410) & deployment (410)	22 February 2018	15 May 2018
(Budgetary budget: €5 billion)		
CEF-TC-2018-1		
Europeana	22 February 2018	15 May 2018

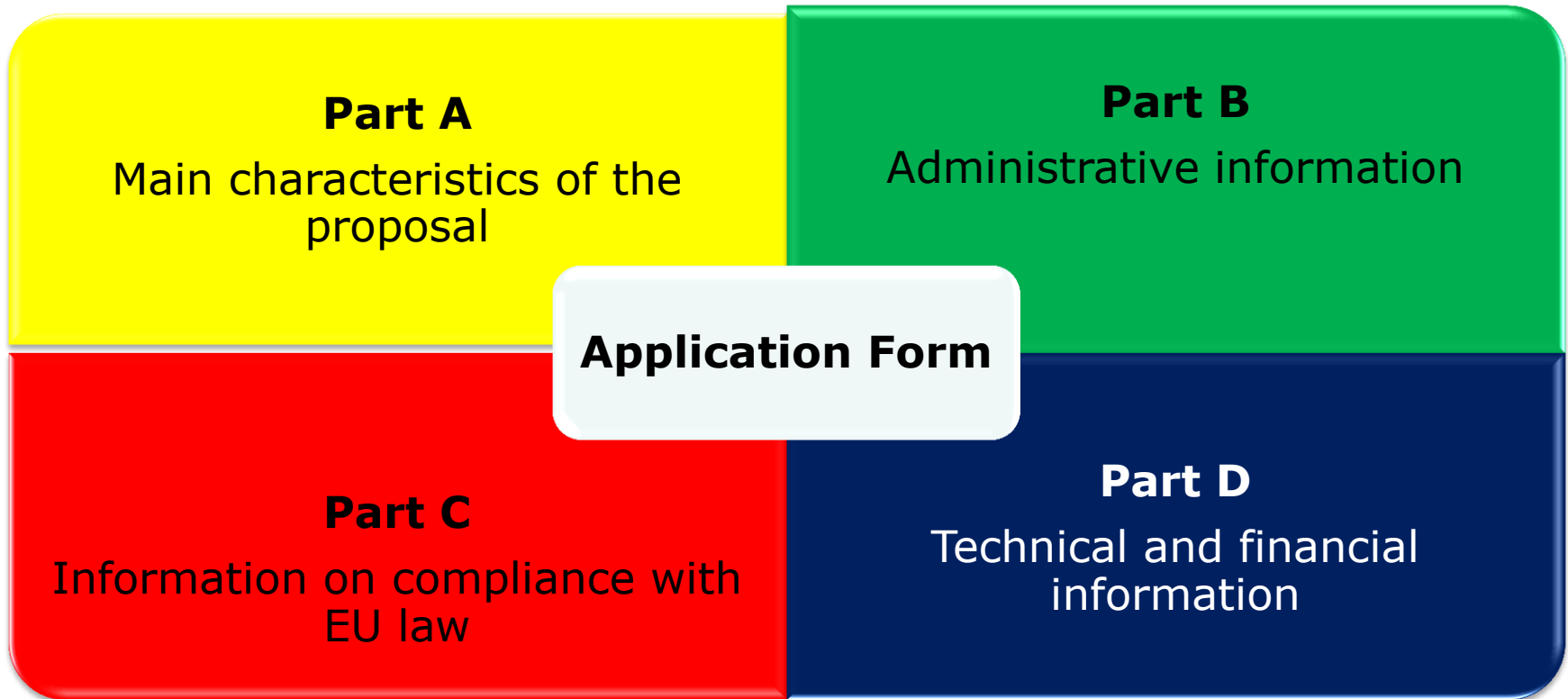
## READ: how to use TENtec

- **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



## **READ: Application forms**

All application forms and access to TENtec eSubmission module available via call page on INEA website



# 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 EU 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 – applicants to supply information based on amount of grant requested

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

- **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**

- 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

# New features in the TENtec system

- No need to insert amount of requested CEF financing in Sources of Financing table
- In the list of applicants, a green "tick" sign will appear when all the necessary information for that specific applicant has been inserted
- Supporting documents: specific column to upload completed and signed A2.2 form(s) (signature of applicant/s)

**Please see the Guide for Applicants for further details**



**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 the award criteria
- 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](mailto:INEA-CEF-Telecom-calls@ec.europa.eu)
- **FAQs** (general and DSI specific) and **FAQ notification service:**

2018-2		
	Deadline for FAQ questions	Last FAQ update
<b>Automated Translation</b>	<b>28 August 2018</b>	<b>11 September 2018</b>
<b>eDelivery</b>		
<b>eInvoicing</b>		
2018-3		
	Deadline for FAQ questions	Last FAQ update
<b>Cybersecurity</b>	<b>8 November 2018</b>	<b>15 November 2018</b>
2018-5		
	Deadline for FAQ questions	Last FAQ update
<b>Public Open Data</b>	<b>2 November 2018</b>	<b>8 November 2018</b>

- 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!)



European  
Commission

# CEF Telecom calls: for more information



[inea-cef-telecom-calls@ec.europa.eu](mailto:inea-cef-telecom-calls@ec.europa.eu)



<https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2018-cef-telecom-calls-proposals>



@inea\_eu

**Thank you!**