



## **Trans-European Transport Network Executive Agency**

### **Call for proposals for projects of common interest in the field of the trans-European transport network under the Annual Work Programme 2013 as amended**

#### **1. INTRODUCTION**

##### **1.1. Subject:**

This call for proposals is established under the 2013 Annual Work Programme as amended<sup>1</sup>. The work programme defines the objectives, the specific priorities, the results expected in relation to this call as well as the eligibility and award criteria and the maximum possible co-financing rates.

##### **1.2. Date of publication:**

The date of publication of this call is 11 December 2013.

##### **1.3. Indicative budget:**

The indicative budget available to support projects selected under the 2013 annual call is €70 million.

#### **2. OBJECTIVES**

##### **2.1. Objectives:**

The objectives of the two priorities of this call are defined in Section 2 of Annex bis of the 2013 Annual Work Programme as amended.

The first objective (under Priority 1) is to accelerate/facilitate the implementation of TEN-T projects of common interest. This will address studies for mature projects for all modes, namely rail, air, inland waterways, maritime, road and multi-modal, as part of the projects of common interest, in accordance with Article 7 of the TEN-T Guidelines. Actions including sections on any priority project, in accordance with art. 23 of the TEN-T Guidelines will not be supported under this priority.

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<sup>1</sup> Commission Decision C(2013)1029, as amended by Commission Decision C(2013)8744



The second objective (under Priority 2) is to promote innovation and new technologies for transport infrastructure and facilities contributing to decarbonisation or the reduction of external costs in general. This will address studies that will support the testing and deployment of new technologies and the enabling infrastructure components and facilities (in accordance with Articles 2(2)(a, d) and 5(f,g, h,i ) of the TEN-T Guidelines) with a view to contributing to climate change mitigation and adaptation as well as reducing the impact of transport on the environment and enhancing transport efficiency. It will also include studies for the development and deployment of a new generation of smart/connected transport towards integrated traffic management and improved road safety. Actions (studies) including sections on any priority project, in accordance with art. 23 of the TEN-T Guidelines will not be supported under this priority.

## 2.2. **Specific priorities:**

### ***Priority 1: The acceleration/facilitation of the implementation of TEN-T projects***

The specific areas of Priority 1 are described in Section 3.1 of Annex bis to the 2013 Annual Work Programme as amended.

The studies concern the development of TEN-T projects with the aim of creating a mature project pipeline for 2014 and beyond, to be implemented inter alia under the CEF. In particular under this priority, support will be granted to preparatory studies that will accelerate the implementation of projects (e.g. environmental studies/design studies rather than feasibility studies) and lead to physical implementation including in "urban nodes", concerning all transport modes, namely inland navigation, rail, air, maritime, road and multi-modal.

#### **Inland Waterways**

Under this sub-priority, the objectives concerning inland waterways aim at reinforcing the contribution of inland waterways to a sustainable European freight transport network, in line with the NAIADES II Communication. Actions to be supported should be in line with Article 11 of the TEN-T Guidelines and aim at:

- the establishment of stable fairway conditions on defined sections of the TEN-T inland waterway network for the continuous passage of vessels and pushed convoys throughout the year according to the relevant waterway class (class IV and higher);
- the upgrade/enlargement/increase of capacity/modernisation of locks on the TEN-T inland waterway network in order to allow an easy passage of vessels and pushed convoys;
- the increase of under bridge-clearance (height under bridge) on the TEN-T inland waterway network in order to allow an unhindered continuous passage of containerships with up to three layers of containers;
- Port access and hinterland connections: actions aiming at providing waterway access and TEN-T hinterland connections;
- Port facilities: reception facilities for oil and other waste to meet environmental requirements;

- ICT applications, in particular pilot Single Window applications, as well as applications which will facilitate administrative formalities through a better use of information, communication and positioning technologies;
- Basic port infrastructure: quay walls, jetties, backfills and land reclamation etc.

Where possible, linkages and connections to other transport modes shall be an integral part of the action.

Measures for the deployment of RIS are addressed under the Multi-Annual Work Programme and therefore will not be funded under the Annual Work Programme.

### **Rail transport**

Under this sub-priority, the objectives concerning rail transport are to develop an interoperable railway network and to reinforce the role of rail as an essential component of integrated transport systems in Europe. Projects to be selected under this priority should be in line with Article 10 of the TEN-T Guidelines and fall into at least one of the following categories:

- Measures intended to remove bottlenecks, in accordance with Article 5 of the TEN-T Guidelines, and measures addressing cross-border sections, in accordance with Article 28 of the TEN-T Guidelines.
- Measures addressing the implementation of telematics applications, in accordance with the relevant Technical Specifications for Interoperability. These Actions are expected to significantly promote the deployment of interoperable rail systems.

Where possible, linkages and connections to other transport modes shall be an integral part of the action.

Measures for the deployment of ERTMS are addressed under the Multi-Annual Work Programme and therefore will not be funded under the Annual Work Programme.

Studies related to stations, and in particular to buildings, are of lower priority unless they concern the railway infrastructure component. If included in the application, they should be clearly described, quantified and priced separately.

### **Air transport**

Under this sub-priority, for passenger transport, support for activities will be limited to design and environmental studies necessary for implementation of connections between the airport and the rail network only.

### **Maritime transport**

Under this sub-priority, the objective is to support the development of ports as efficient entry and exit points fully integrated with the land infrastructure. Only category A ports are eligible under this call. Projects to be selected under this priority will concern studies and should be in line with Article 12 of the TEN-T Guidelines. Priority will be given to projects addressing the following areas:

- Maritime port access and basic infrastructure: actions aiming at providing safe maritime accesses (breakwaters, sea locks, dredging (except maintenance dredging), channels and navigational aids) and quay walls, jetties, backfills and land reclamation etc.
- Hinterland connections: TEN-T hinterland connections (locks, rail, inland waterway connections or road if other hinterland connections are not an option) with adequate capacity and efficiency

Maritime port facilities: Reception facilities for oil and other waste, including residues from scrubbers, to meet environmental requirements

- ICT applications, in particular eMaritime and Single Window applications , as well as applications which will facilitate administrative formalities in ports through a better use of information, communication and positioning technologies. The ICT applications shall fully comply with Directive 2010/65/EU on reporting formalities for ships and the technical specifications developed by the Commission expert group coordinating the implementation of this directive. In particular, Single Windows shall be operational as from 1<sup>st</sup> June 2015 and relevant data shall be shared with other Single Windows including through the European SafeSeaNet system established by Directive 2002/59/EC;

For project involving maritime ports which are connected to the TEN-T inland waterway network, particular attention shall be paid to Inland Waterway-friendly access, design, facilities and operations, with a view to achieving seamless interconnectivity with the hinterland through inland waterways.

Where possible, linkages and connections to other transport modes shall be an integral part of the action.

### **Road**

Under this sub-priority the objective is to support the development of roads as a component of an integrated transport system. In line with the 2011 White Paper further integration of the road freight market will render road transport more efficient and competitive, while the EU aims at halving road casualties by 2020.

Projects to be selected under this sub-priority will concern only studies and will be in line with article 9 of the TEN-T Guidelines and will include at least one of the following aspects:

- cross-border sections or, in the case of Member States without a rail network, bottlenecks or missing links
- safety and security measures (including measures supporting the development of safe and secure parking areas for professional drivers in line with the ITS Directive 2010/40/EU and its delegated act and aiming at equipping parking places with interoperable intelligent transport systems, namely dynamic information on the availability of parking places within 'priority zone'<sup>2</sup>)

The requirements established by the Directive 2008/96/EC (on road infrastructure safety management) and Directive 2004/54/EC (on minimum safety requirements for the tunnels in the Trans-European Road Network) shall be appropriately applied.

In terms of security, all studies defining methods to secure parking areas and to assess the true level of security should be considered.

### **Integrated and multi-modal transport system**

This sub-priority focuses on inter-modal platforms and the interconnection nodes of different modes of transport (maritime ports, inland ports, rail terminals, airports and freight villages). It also envisages proposals to develop systems and procedures to ensure a smooth modal integration that will clearly build on e-Freight developments, as well as, for the maritime part, on the the e-maritime and single maritime windows

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<sup>2</sup> A priority zone is a section, as defined by the national authorities, where there is a shortage of spaces at one or several safe and secure parking places for professional drivers, which can be alleviated by providing information on other unused parking capacities in the same zone.

actions supported under the maritime sub-priority. The proposals shall ensure support to e-Freight developments, including for example a Single Window for all modes, and ensure the integrity of intermodal information flows. Proposals that can demonstrate their role in corridors would be encouraged.

The objective of such activities should be to increase the contribution that 'low carbon' transport modes (i.e. rail, inland navigation and shipping) can make to freight transport at the European level, through improving the efficiency and capacity of inter-modal freight transfer nodes. Projects to be selected under this priority should be in line with Article 15 of the TEN-T Guidelines and shall demonstrate their added value at a European or regional level.

Priority will be given to proposals for freight terminals, logistic platforms and supporting ICT tools that comply with the following criteria:

(i) Intermodal platform or terminal whose total transshipment of freight exceeds the quantitative threshold of 500 000 tonnes.

(ii) in case of absence of an intermodal platform or terminal in a NUTS 2 region complying with (i), be the main logistic platform or terminal designated by the Member State concerned, linked at least to road and railways for this NUTS 2 region.

(iii) the intermodal platforms or terminals shall be (foreseen to be) connected to all modes of transport available on the TEN-T network link on which the logistic platform or terminal is located.

The aim of studies should be to increase the maturity of implementation plans through, for example, environmental and/or design studies with a view to obtaining the necessary permits for construction within the period 2014-2020.

***Priority 2: Promote innovation and new technologies for transport infrastructure and facilities contributing to a general objective and several specific objectives:***

As the general objective, as stated in the Europe 2020 strategy, recalled in the Communication from the Commission<sup>3</sup> "Clean Power for Transport: A European alternative fuels strategy, union aid shall support studies addressing technologies that reduce external costs, including mitigation and adaptation to climate change in the areas of freight and/or passenger transport ". These technologies need to demonstrate that they have the highest potential for rapid deployment across the TEN-T network, thereby creating the necessary critical mass.

For all specific objectives three types of studies are envisaged: (A) Studies without deployment, (B) Studies with regional or local pilot deployment in at least one Member State and (C) studies with deployment on a scale of a trajectory/corridor of at least 500 km serving at least two Member States. For type (C) the roaming/cross-border functionality and interoperability of solutions, including cross-borders, should be clearly addressed.

Priority will be given to studies addressing decarbonisation and including pilot deployment of the technologies and/or of enabling infrastructure and facilities, i.e. incorporating a real-life trial (rather than just a demo). At the end of the trial, as part of the study, an analysis shall be presented and disseminated, showing how to scale-up

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<sup>3</sup> COM(2013) 17 final of 24 January 2013

the trial to mass application, i.e. how to roll-out the technology with the then optimised business-client relation onto the entire country, corridor or even the entire TEN-T network.

The feasibility to scale-up to wider areas / long distances and roll out across EU / along the TEN-T must be proven by the trial. The interoperability of solutions, including cross-borders, should also be clearly addressed.

As an indication of project sizes it is advised to aim at (a) up to 0.5 M€ for type A, up to 5.0 M€ for type B and for more than 5 M€ for type C, with an indicative max of 25 M€ of EC financial support, in view of the indicative budgetary limits of the call.

#### 2.2.2.1 Decarbonisation ***or reduction of environmental costs in general***

##### *i) Decarbonisation through oil substitution or reduction of environmental costs in general.*

A specific objective shall be the development of the necessary TEN-T infrastructure and facilities, including infrastructure-vehicle interfaces and upgrading/adaptation of already existing alternative fuels infrastructure, that will support the use of alternative fuels and propulsion replacing fossil fuels, including, electric propulsion of any type, hydrogen, CNG, LNG, including LNG bunkering vessels, electricity supply to vessels in ports and biofuels as well as any combination thereof. Facilities may also include emission reduction and energy storage equipment, energy demand management and traveller information systems enabling data collection aiming at the functioning of the alternative fuels infrastructure.

Particular attention shall be paid to the use of alternative fuels or of technologies for the reduction of emissions from transport. TEN-T follows a "market-oriented" instead of a "research-oriented" approach by focussing on New Technologies and Innovation ready for deployment, i.e. no research is supported. The mastering of long distances is for TEN-T an essential element and therefore should be covered in the study (including in its deployment part, if any).

The scope of studies shall be the testing of new technologies and shall integrate a clearly elaborated consumer-oriented business-model, because in such cases innovation for technology should be accompanied by innovation of processes, i.e. on how the new technology is introduced into the market with a clear objective to become viable, at least in medium or long term. A business-model aiming at short term viability, i.e. at the end of the EC support, would be ideal, but is not a requirement, given the various degrees of readiness of the different technologies and problems facing their market introduction. Clearly, the potential user of the infrastructure has to be in the focus of the trial (and study).

##### *ii) Reduction of noise.*

A further specific objective shall be the development of the necessary TEN-T infrastructure and facilities, including infrastructure-vehicle interfaces, to reduce noise. Studies with the possibility of integrated deployment shall be elaborated and supported in a similar way as for the general objective and the specific objective a, except that it is sufficient to aim for cost effectiveness instead of viability.

Proposals under this specific objective should present a novel solution to reduce noise, with the clear objective to achieve cost efficiency, which means implementation costs not higher than traditional noise reduction solutions, in order to introduce them into the markets, at least in medium or long term. A business-model aiming at short term cost efficiency, i.e. at the end of the EC support, would be ideal, but is not a requirement, given the various degrees of readiness of the different technologies and problems facing their market introduction.

#### *2.2.2.2 Development and deployment of a new generation of smart/connected transport towards integrated traffic management and improved road safety*

Another specific objective is the necessity for TEN-T infrastructure and related ICT technologies, to enhance safety and reliability of the network as well as traffic efficiency, thereby also contributing to emission reduction.

The studies shall address the possibility of future interoperable deployment of innovative solutions at EU level. The scope and the objectives of such future deployment shall be implementing and then perfecting the necessary infrastructure and facilities along the TEN-T in support of efficient traffic management in general and/or contributing to road safety.

Particular attention will be given to the European added value, such as the swift compliance with and/or harmonisation of minimum standards and specifications, as well as the swift creation of critical mass in the EU.

Proposals addressing areas where common standards or specifications are not yet defined should make provision for timely compliance with such standards or specifications as and when they become available. This should be explained in the proposal.

A pragmatic "user / market-oriented" instead of a "research-oriented" approach has to be followed by focussing on innovation and new or upgraded technologies ready for deployment, i.e. no research is supported. The testing of new technologies or upgrade/adaptation of existing systems shall integrate a clearly elaborated and substantiated user-oriented business-model. In effect, innovation for technology would be accompanied by appropriate operational framework to be put in place. There will be scope to test an innovative operator-user / company-client relationship in a real-life trial where stakeholder collaboration can be initiated, and start-up problems (e.g. technical, organisational, legal, financial) can be flagged and addressed in view of future large scale deployment.

### **Results expected:**

#### ***Priority 1:***

The results expected under Priority 1 are defined in Section 4 of Annex bis of the 2013 Annual Work Programme as amended.

#### ***Priority 2:***

The results expected under Priority 2 are defined in Section 4 of Annex bis of the 2013 Annual Work Programme as amended.

### **3. ELIGIBILITY, SELECTION AND AWARD CRITERIA**

#### **3.1. Eligibility criteria:**

The eligibility criteria for applicants and for projects, as well as the grounds for exclusion, are defined in Section 6 of Annex bis of the 2013 Annual Work Programme as amended.

#### **3.2. Selection criteria:**

The selection criteria (i.e. operational and financial capacity) are defined in Section 7 of Annex bis of the 2013 Annual Work Programme as amended.

Applicants may designate **affiliated entities** within the meaning of Article 122 of the Financial Regulation<sup>4</sup>, for the purpose of supporting the implementation of the Action submitted for funding. Such affiliated entities shall comply with the **eligibility criteria** for applicants as well as with the **selection criteria** as specified in Sections 6.1, 6.3 and 7 respectively of Annex bis of the 2013 Annual Work Programme as amended.

#### **3.3. Award criteria:**

The general award criteria against which each proposal will be evaluated are specified in Section 8 of Annex bis of the 2013 Annual Work Programme as amended.

For the purpose of the evaluation, these criteria will be grouped in the following four blocks of criteria:

- Relevance. It refers to the contribution of the Action to the TEN-T priorities (as laid out in the TEN-T Guidelines) and the objectives described in the call for proposals text, as well as to the macro socio-economic benefits at EU level and the need for TEN-T support. In particular for proposals addressing innovation and new technologies, under this criterion will also be considered: the effect of market-sided innovation, as well as the efforts planned to reach viability (for reduction of noise "viability" is replaced by "cost effectiveness").
- Maturity. It refers to the status of preparation of the activities, in particular the capacity to implement the Action in accordance with the foreseen time plan and technical specifications. In particular for proposals addressing innovation and new technologies, under this criterion the readiness of the technology for deployment will also be considered.
- Impact. It refers to the anticipated socio-economic effects of the Action (at the micro level) as well as the impact on the environment. In particular for proposals addressing innovation and new technologies, under this criterion the innovative process to improve the business-client relation will also be considered.
- Quality. It refers to the completeness and clarity of the Action, in terms of the description of the planned activities, the soundness of the project management process and the coherence between its objectives and planned resources / activities.

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<sup>4</sup> Regulation 966/2012 of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p. 1)

Information for assessing the above blocks of criteria has to be clearly described, in particular in Application Form Part B.2.

During the external evaluation, each block of criteria will be given a score between 0 and 5 points (with 5 being the maximum). The minimum threshold for an individual block of criteria is 3 points. In other words, external experts will not recommend for funding any proposal which does not obtain at least 3 points for each block. However, the Commission is not bound by the opinion of the external experts.

The activities proposed to be carried out by each applicant should be specified and consistent with their role in the proposal. Applicants shall apply in a proposal either for works or studies.

#### **3.4. Final selection process:**

During the final selection process, the following policy-related aspects will also be taken into consideration, as appropriate:

The extent to which:

- the proposal/project contributes to the balanced development of the network,
- the proposal/project is cross-border or whether it produces cross-border effects,
- the proposal/project addresses a bottleneck; where relevant, whether it offers a suitable remedy to the problem,
- the proposal/project addresses a missing link so that it maximises the impact of investments already made in the region/country/global project,
- the proposal/project is of comparative EU added value (high, medium, low),
- the proposal/project has an absorption or performance capacity, based on previous experience (where existing),
- there is any identified/identifiable risk of double-funding from other Union sources.

### **4. CO-FINANCING & ELIGIBLE COSTS**

#### **4.1. Co-financing:**

The maximum possible rates of Union co-funding are specified in Section 9 of Annex bis of the 2013 Annual Work Programme as amended.

The Commission reserves the right to award a grant of less than the amount requested by the applicant. Grants will not be awarded for more than the amount requested.

The total requested Union contribution to the eligible costs of a proposed Action, should not be less than €500,000 EUR.

#### 4.2. **Eligible costs:**

Detailed information on eligible costs are described in Article III.3.16 'Eligibility of Costs', of the model individual Decision granting financial aid for an Action, which is available on the TEN-T EA<sup>5</sup> website (<http://tentea.ec.europa.eu>).

Costs incurred between the date on which an application is lodged (as evidenced by the date of dispatch, the postmark or the date of the deposit slip / receipt) and the completion date, which must be 31 December 2015 at the latest, may be considered as eligible. In addition, indirect costs<sup>6</sup>, may be eligible for flat rate funding fixed at no more than 7% of total direct eligible costs.

Union financial aid for projects of common interest established under this call can take the form of grants for studies or studies with physical interventions, in particular in the context of pilot deployment activities.

For ease of reference, as defined in Article 2(8) of the TEN Regulation<sup>7</sup>, 'studies' means activities needed to prepare project implementation, including preparatory, feasibility, evaluation and validation studies, and any other technical support measure, including prior action to define and develop a project fully and decide on its financing, such as reconnaissance of the sites concerned and preparation of the financial package. 'Works' (Article 2(9) of the TEN Regulation) means the purchase, supply and deployment of components, systems and services, the carrying out of construction and installation works relating to a project, the acceptance of installations and the launching of a project.

### 5. **PRACTICAL INFORMATION**

In general, all practical information on the call for proposals and the evaluation process is detailed in the Guide for Applicants, which is available on the TEN-T EA website. It is important to read this guide carefully as proposals which do not follow the instructions may not be evaluated.

#### 5.1. **Application form:**

Proposals must be submitted using the application forms provided on the TEN-T EA website

[http://tentea.ec.europa.eu/en/apply\\_for\\_funding/follow\\_the\\_funding\\_process/2013\\_annual\\_programme\\_call.htm](http://tentea.ec.europa.eu/en/apply_for_funding/follow_the_funding_process/2013_annual_programme_call.htm)

A **complete proposal** consists of:

✓ Application form Part A (must be generated in the eSubmission module, which is part of the TENtec Information System), and

✓ A package to be sent by courier service or delivered by hand, containing all of the following:

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<sup>5</sup> Trans-European Transport Network Executive Agency

<sup>6</sup> Costs, which are not identifiable as direct costs but are incurred in connection with the eligible direct costs of the action

<sup>7</sup> Regulation (EC) n° 680/2007 as amended by Regulation (EU) No 670/2012 of the European Parliament and of the Council of 11 July 2012 amending Decision No 1639/2006/EC establishing a Competitiveness and Innovation Framework Programme (2007-2013) and Regulation (EC) No 680/2007 laying down general rules for the granting of Community financial aid in the field of the trans-European transport and energy networks (OJ L 204, 31.07.2012, p.1)

- The printout of Application form Part A, generated by the eSubmission module after the electronic submission (*one signed original and four additional copies if the proposal is submitted in English. If the proposal still requires translation only one copy is sufficient*),
- The printout of Application form Parts B1 and B2 and their annexes (*one signed original and, if submitted in English, four additional copies*),
- CD-ROM or DVD-R disk (non-rewritable therefore USB sticks are not eligible) containing the complete proposal (i.e. Application form Parts A, B1 and B2 and their annexes) in electronic format (PDF or formats readable by MS Office programmes).

Proposals in their paper version must be signed by the applicant(s) or his (their) duly authorized representative(s) and be perfectly legible so that there can be no doubt as to words and figures. Proposals may be prepared in any official Union language for submission by the call deadline. Nevertheless, if a proposal is not submitted in English and if the applicant has indicated in the Application Form that an English translation will be provided, the English translation of the proposal must be submitted before the deadline specified below – otherwise the proposal may not be evaluated<sup>8</sup>.

The applicant(s) specified in the Application Form will automatically be considered as the beneficiary(ies) if the proposal is selected for funding. If applicants designate affiliated entities within the meaning of Article 122 of the Financial Regulation to support the implementation of the submitted action, they must encode in part A of the Application form the details of these affiliated entities, and provide the related supporting documents as required.

Applicants should indicate in Application form Part A under which Priority their proposal is submitted.

## 5.2. **Submission of the proposals:**

An application can only be submitted in the priority area deemed more relevant or appropriate by the applicant(s). Proposals will be evaluated in line with the priority under which they have been submitted. The Commission services reserve themselves the right to requalify a project proposal, received under the 2013 annual work programme, to another priority under this work programme or a priority under the multi-annual work programme adopted by decision C(2013)1675 of 21 March 2013, as amended.

- a) Application form Part A must be submitted using the TENtec eSubmission module;
- b) Application forms Parts B1 and B2 have to be downloaded from the call website [http://tentec.ec.europa.eu/en/apply\\_for\\_funding/follow\\_the\\_funding\\_process/2013\\_annual\\_programme\\_call.htm](http://tentec.ec.europa.eu/en/apply_for_funding/follow_the_funding_process/2013_annual_programme_call.htm) and duly filled in. Once final they can be attached to Application Form A (via the TENtec eSubmission module) though this is not compulsory. The same applies to any annexes accompanying the proposal.
- c) After completing steps a) and b), the complete proposal (Application Forms A, B1 and B2, including annexes) must be sent (by registered courier or hand delivery) to the following address:

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<sup>8</sup> The Commission will reimburse the translation costs resulting from the translation into English of a proposal submitted in response to this Call, for up to an amount of €2500 per proposal, provided that the proposal has been submitted before the deadline specified

European Commission  
TEN-T Executive Agency  
W910 - 01/38  
Calls 2013  
Avenue du Bourget, 1  
B-1140 Bruxelles  
Belgique

Proposals sent by registered courier have to be dispatched not later than 11 March 2014, the deadline for the submission of proposals (as evidenced by the postmark, or proof of receipt deposit slip): Applicants must keep proof of the date of sending and be able to present it up on request. Failure to provide proof of the date of sending will exclude the proposal from being evaluated.

Proposals delivered by hand to the Central Mail Service of the European Commission have to be dispatched, **no later than 17h00** (Brussels local time) on 11 March 2014 in this case, a receipt must be obtained as proof of submission, signed and dated by the official who took delivery in the Central Mail Service. The Central Mail Service is open from 7h00 to 17h00 Monday to Thursday and from 7h00 to 16h00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

If a proposal is submitted after the deadline indicated above, the proposal will not be evaluated.

The components constituting a complete proposal, the address for submission and further practical details are described in the Guide for Applicants, which is available on the TEN-T EA website. It is important to read this carefully as proposals which do not follow these instructions may not be evaluated.

### 5.3. **Timetable:**

Deadline for the submission of proposals	11 March 2014
Submission of translations in English (if applicable)	18 March 2014
Evaluation of proposals	April 2014 (indicative)
Consultation of Financial Assistance Committee; execution of scrutiny right by European Parliament	June 2014 (indicative)
Adoption of individual Decisions	As from September 2014 (indicative)

### 5.4. **Communication from TEN-T EA on the call for proposals**

Further information or clarifications on this call for proposals may be published on the TEN-T EA website. In particular, a list of Frequently Asked Questions (FAQ) will be regularly updated as questions arise. It is therefore strongly recommended to all applicants to regularly consult the TEN-T EA website to make sure they have all the latest information on the call.

Any additional specific questions related to this call may be addressed to the TEN-T Helpdesk email: [tenea-helpdesk-call-annual-2013@ec.europa.eu](mailto:tenea-helpdesk-call-annual-2013@ec.europa.eu)

The answers to submitted questions which could be of interest to other applicants will be published in the FAQ list on the TEN-T EA website, to ensure equal treatment between all potential applicants. Questions which are specific to a particular proposal and where the answer of the TEN-T EA would provide a comparative advantage to the applicant will not be answered.

Applications may not be delivered to this email address. This address is reserved for information and assistance by the TEN-T EA Helpdesk.

## **6. ADDITIONAL INFORMATION**

### **6.1. Prior information of applicants:**

Your reply to the grant application involves the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 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. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by Trans-European Transport Network Executive Agency as data controller for this purpose. You may, upon request, have your personal data sent to you and rectify any inaccurate or incomplete particulars. Should you have any queries concerning the processing of your personal data, please address them to the entity acting as data controller within TEN-T EA. The data subjects have the right of recourse at any time to the Data Protection Officer of the Executive Agency ([TENEA-DPO@ec.europa.eu](mailto:TENEA-DPO@ec.europa.eu)) or in case of conflict with the Controller or data protection officer concerning the processing of your personal data, you have the right to submit a complaint at any time to the directly to the European Data Protection Supervisor. ([http://www.edps.eu.int/01\\_en\\_presentation.htm](http://www.edps.eu.int/01_en_presentation.htm))

Details concerning the processing of your personal data are available on the privacy statement at the page:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (OJ L 344, 20.12.2008, p. 125) (for more information see the Privacy Statement on [http://ec.europa.eu/budget/info\\_contract/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/info_contract/legal_entities_en.htm)), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (OJ L 344, 20.12.2008, p. 12) (for more information see the Privacy Statement on

[http://ec.europa.eu/budget/library/sound\\_fin\\_mgt/privacy\\_statement\\_ced\\_en.pdf](http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf)).

You are informed that, to ensure that the Union's financial interests are protected, your personal data may be communicated to internal audit services, the European

Commission, the European Court of Auditors, the body specialising in financial irregularities (Financial Irregularities Panel) or the European Anti-Fraud Office (OLAF).

The data of applicants in any of the situations referred to in Articles 106(1), 107 and 109(2)(a) of the Financial Regulation<sup>9</sup> may be included in a central exclusion database and communicated to designated persons in the Commission, the other institutions, agencies, authorities and bodies referred to in Article 108(1) and (2) of the Financial Regulation. This also applies to those with powers of representation, decision-making power or powers of control in respect of such applicants. Following a request to the Commission's Accounting Officer, anyone registered in the database is entitled to be informed of the data recorded about them.

## 6.2. **General conditions for paying grants:**

In order to limit the financial risks connected with the payment of pre-financing, the Commission or the TEN-T EA may, on the basis of a risk assessment, either require the beneficiary to lodge a guarantee in advance (for up to the same amount as the pre-financing) or split the payment into several instalments. The Commission may waive this obligation to lodge a guarantee in advance for public sector bodies and international organisations<sup>10</sup>.

## 6.3. **Important documents:**

In preparing your application, please ensure that you refer to all of the following documents, which are available on the TEN-T EA website:

- 2013 Annual Work Programme as amended
- Guide for Applicants (as well as the eSubmission module User Manual)
- Application form (parts A, B1 and B2)
- TEN Regulation<sup>11</sup>
- TEN-T Guidelines<sup>12</sup>
- Model text for an individual Decision granting financial aid
- (if applicable) the definition of cross-border sections of priority projects endorsed by the TEN-T Guidelines Committee for Monitoring Guidelines and the Exchange of Information
- Guide to TENs and environmental legislation: Annex 2 of the Commission Staff Working Document which accompanied COM (2007) 135 final, Trans-European Networks: Toward an integrated approach.

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<sup>9</sup> Regulation (EU) No 966/2012 of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p. 1)

<sup>10</sup> Article 134 of Regulation (EU) No 966/2012 of 25 October 2012 and Article 206 of Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU) No 966/2012

<sup>11</sup> Regulation (EC) n° 680/2007 as amended by Regulation (EU) No 670/2012 of the European Parliament and of the Council of 11 July 2012 amending Decision No 1639/2006/EC establishing a Competitiveness and Innovation Framework Programme (2007-2013) and Regulation (EC) No 680/2007 laying down general rules for the granting of Community financial aid in the field of the trans-European transport and energy networks (OJ L 204, 31.07.2012, p.1)

<sup>12</sup> Decision n° 661/2010/EC of the European Parliament and of the Council of 7 July 2010 on Union guidelines for the development of trans-European transport network (OJ L 204, 5.8.2010, p. 1.)