

This UIP Guidelines should facilitate the submission of project proposals for EU funding under the Connecting Europe Facility (CEF) for 2014-2020. The guidelines have been prepared in a Q&A Format to guide members and individual Keepers through the application process. It focuses on project proposals for telematics.

Connecting Europe Facility (CEF), which is based on the *CEF Regulation (EU) No 1316/2013* was introduced by the European Commission (EC) under the Multiannual Financial Framework (MFF) 2014-2020 with the aim to **co-finance transport**, energy, and telecommunications projects. CEF defines the funding elements with the following goals:

- To accelerate investment in the field of trans-European networks and freight services
- To promote implementation, construction and retrofitting on infrastructure and rolling stock
- **To support projects with a European added value** and significant social benefits which do not receive adequate financing from the market

When submitting an application for EU funded projects, it is necessary to consider the process in terms of steps, timeframe and actors involved.

[In 2014 UIP published a brochure called Frequently Asked Questions on EU Financing Framework](#) which explains the administrative structure, the distribution of funds, and types of projects that can be co-funded by the EU.

What's the call about?

On 17th May 2018 a new CEF call¹ opened among other priorities, one with an indicative funding of **€100 million for Rail interoperability and ERTMS**.

Under the specific objective 1 "Interoperability of the rail system with Technical Specifications for Interoperability concerning Telematics Applications for Passengers (TAP) and Freight (TAF)" the call text states:

*"Support rail actors (Infrastructure Managers, Wagon keepers, Railway Undertakings or other rail related organizations/companies) to implement TAP and TAF TSI compliant databases and/or tools (such as for assessment of the compatibility of the rolling stock with the infrastructure, infrastructure restriction notices, rolling stock data, freight operational data for tracking wagon/ intermodal unit movements tariff data, timetable data, TAP registry and other TAP related registers) or to enhance efficient use of rolling stock by **implementing applications/systems to improve status oriented maintenance, handling and/or transshipment procedures of goods.**"*

With this call, the European Commission wants to support activities towards the introduction of predictive and condition-based maintenance. This means in particular that projects aiming at capturing data by installing sensors and telematic devices on freight wagons to track and trace, detect collisions, identify wear and tear and monitor the proper functioning or the condition of rolling stock can be proposed for funding.

¹ For complete call text plus annex please read here: https://ec.europa.eu/inea/sites/inea/files/2018_cef_transport_call_text_final.pdf and annex:

https://ec.europa.eu/inea/sites/inea/files/2018_cef_transport_work_programme_c_2018_2226_annex_en.pdf

Projects for Rail Interoperability & telematics are funded under the TEN-T Multi-Annual Call and should be best submitted as studies² that includes some deployment activities (e.g. include some testing of sensors/telematic devices in pilot projects) on the Trans European transport network. **CEF funding offers 50% reimbursement of the eligible costs for such studies.**

The evaluation and selection process for project proposals is managed by INEA³, the Commission's Executive Agency for Innovation and Networks, which is also responsible for awarding the funds and monitoring the realisation of the approved projects under their relevant programmes.

Who can apply?

Applicants eligible⁴ for CEF funding can be:

- One or more EU Member States (a consortium is highly recommended by the EC)
- International Organisations, Joint Undertakings, Public or Private Undertakings, Bodies established in Member States (for calls on telematics the condition is to have the agreement of one Member States concerned by the proposal)
- Neighbouring countries or entities established in neighbouring countries. This would be the case for CH or NO, for example. Neighbouring countries/Third countries may not receive financial assistance except where it is indispensable to the achievement of the objectives of a given project.

² 'studies' means activities needed to prepare project implementation, such as preparatory, mapping, feasibility, evaluation, testing and validation studies, including in the form of software, and any other technical support measure, including prior action to define and develop a project and decide on its financing, such as reconnaissance of the sites concerned and preparation of the financial package.

What projects are eligible?

- Projects need be of **common interest**
 - ✓ Fulfil at least 2 of the objectives in Article 4 of the TEN-T Regulation (e.g. efficiency through "optimal integration and interconnection of all transport modes" or through "cost-efficient application of innovative technological and operational concepts", sustainable through "development of all transport modes in a manner consistent with ensuring transport that is sustainable and economically efficient in the long-term", increasing the benefits for its users through "ensuring safe, secure and high-quality standards for (...) freight transport")
 - ✓ fall within the scope of objective 1 of the [rail interoperability work programme](#)
 - ✓ Demonstrate European added value
- Economically viable on the basis of Cost and Benefit Analysis (CBA) or Cost Effectiveness Analysis (CEA)⁵
- Projects must take place on the core network OR core and comprehensive network⁶.

³More on INEA:

http://inea.ec.europa.eu/en/about_us/mission_objectives/mission_objectives.htm

⁴ Please see point 6.1 in Annex of call text.

⁵ The difference between CBA and CEA is that the CBA estimates both the costs and the benefits of a proposed Action on the basis of its net impact, while the CEA only concentrates on the assessment of costs.

⁶ See Annex I of TEN-T Regulation what constitutes a core and comprehensive network.

- For Projects on telematics the agreement of only one Member State⁷ is needed. It can be the Member State where the applicant is established or where the work is carried out. UIP is in the process of confirming this understanding with INEA which has also been applied during the noise call. The applicant needs to contact the following [Contact Points per Member State](#)
- Direct Costs incurred between the start date of the proposed action (which should not fall earlier than the date of submission of the application) and the completion date of the proposed action (which should be no later than 31 December 2023) may be considered as eligible.
- Projects should show European added value and market potential, i.e. promotion of rail freight services around Europe, ensuring cross-border interoperability, developing capability status or oriented/preventative maintenance, etc.

When is the deadline and how do I submit the proposal?

The deadline of the Call is **24 October 2018 17h00** Brussels time. All proposals must be submitted only electronically (no paper submission) by using the TEntec eSubmission module:

<https://webgate.ec.europa.eu/tentec/grant/esubmission/> Before being able to use the tool, you will need to [create an account](#).

We advise you to submit your proposals and all the relevant documents well in advance of the deadline as it is extremely strict to the second. Applicants must be able to provide the original documents upon

request. All application forms need to be submitted in English or if submitted in another official EU languages with the relevant English translation. For more information please page 6.

What should I know when applying for projects under CEF TEN-T Multi-Annual Programme?

Taking into account that TEN-T focuses mostly on infrastructure projects, including freight corridors, your proposal should always show a link with or a justification of the added value for the rail transport network: e.g. that the wagons will be used on [main freight corridors or on a cross-border corridor](#).

Overall, the Commission encourages that actions have a minimum requested funding (€ 500,000 for studies and € 1 million for work⁸), but when it comes to rail interoperability telematics applications (TAF), these minimum thresholds do not apply.

Due to the limited funding, the EC recommends that:

- Financial instruments should address specific market needs
- Grants should be targeted at projects that receive insufficient financing from the private sector
- Private Public partnerships (PPPs) with the involvement of state and private funds are to be encouraged
- Projects with long-term commercial potential should extend their source of funding through the European Investment Bank, or Member States and regions
- Projects related to freight should involve actors such as freight forwarders, shippers
- Early engagement of the Transport Ministerium in the relevant Member State representative in the application process (see [contact points](#))

⁷ 'see application form part A2.3 which needs to be completed and signed by the Member State.

⁸ 'works' means the purchase, supply and deployment of components, systems and services including software,

the carrying out of the development and construction and installation activities relating to a project, the acceptance of installations and the launching of a project.

What should be the type of the proposal?

- The call co-finance studies and works or mixed actions. [According to point 6.2.4 of the annex of the call text](#), studies with a pilot (technical demonstration/testing) rather than studies alone are preferred. Pilot activities should be on a limited scale and at a reasonable price.

Pilot needs to serve at least one of the following objectives:

- to develop, improve or adapt a new technology or an innovative solution and implement it in order to test its feasibility and suitability as well as its added value before deploying it on a larger scale;
- to deploy an existing technology, infrastructure or service (i.e. already in use elsewhere but new to the sector, system or geographical area) in order to gain experience and/or create market conditions for deployment on a larger scale.

What are the different parts of the proposal?

The application includes four main parts which require information on:

- ✓ Characteristics of the proposal
- ✓ Administrative information on operation and financial capacity of the applicant
- ✓ Compliance with EU law (considering existing EU legislation)
- ✓ Action and activities in detail and award criteria

Applications (Application forms A, B, C and D and CBA/CNA (if applicable) should be submitted in English. If the application is submitted in another official EU language, an English translation must be provided for the above forms.⁹ Annexes and other supporting document do not need to be translated.

See details for each form on the call page:

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

What is in each Part?

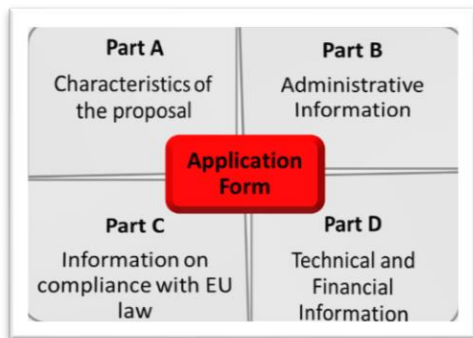
Please read the [Guide for applicants](#) when preparing your application. Use also the [application checklist](#).

PART A – General information: Encoding the application in the TENTec tool

- **A1 - General application data:** General information on the proposal needs to be provided here, e.g. applicant(s), type of proposal, mode of transport, concerned network parts, call priorities, start date and end date, scope and objective of the proposed Action linked with the call objectives. Details of the activities within the proposed Action should be provided in part D.
- **A2 - Applicant(s) information and Member State Approval.** This section should include information about the legal entity, addresses, contact person, representative authorized to sign the application or any affiliated entities and involved 3rd countries (non-EU-Member states). If there is a consortium, the selected project coordinator is the main contact point and so called “coordinating applicant”.
- **A3 - Member State and location.** If the proposed Action is carried out in different locations and Member States, these should be listed here. The different activities as well as the milestones should be listed here. Form A3 also requires the listing and breakdown of financial information.

⁹ See point 5.2.6 in the Guide for applicants. INEA will reimburse translation costs. Translations can be

submitted until by 31 October 2018 (see application checklist).



- **Activities & milestones:** Define clearly each activities/phase and milestones which will help to define later the financial needs and the associated grants.
- **Contribution to CEF objectives** (i.e. Art.4 of the CEF Regulation and TEN-T policy): it is important to make a link to the TEN-T network and Rail Freight Corridors, optimisation of rail freight services etc. Please note that questions may vary depending on the type of proposal. Form A only lists the indicators to the CEF contribution. They may not always be applicable to certain proposed Actions and should be marked (N/A). Other relevant TEN-T and CEF objectives the proposed Action is contributing to should be mentioned in Form D, point 3.
- **Information on financing**, i.e. all the sources and amount of financing dedicated for this project (state, regional, loans, grants, private, etc.). It is important to list the different sources of financing that will be used for the specific activities apart from the requested CEF financing.
- **Eligible costs (direct costs only):** Costs can include cost for **parts**, cost for the **works** that are carried out in the different workshops,

and **testing or project management costs**. Average costs can be given. Costs can be divided by the type of activity. Please see more in [FAQ 9.6](#)

PART B - Financial Capacity Check per Applicant

The main goal of this part is to show that the applicant is a financially stable entity, a duly registered firm, and able to provide general accounts and annual budget report for the last financial year for which the accounts were closed. Financial figures that are presented at annual reports are acceptable. All applicants are required to fill in the [Financial Identification Form](#). Each applicant also need to fill in the [financial capacity check](#)

This section also requires an operational capacity check, which means an evidence (i.e. Information about IT systems in place, ECMs functions involved/concerned) linked to the activities showing previous experience in carrying out similar activities (e.g. managing freight wagons, and their maintenance from a technical point of view). All applicants also need to complete and sign the [Legal Entities](#) form.

PART C - Compliance with Union Policy and Law

In particular, have a look at:

- **Compliance with Union environmental law**
According to [FAQ 6.1](#) proposals on telematics for wagons, section 1 in form C would not be applicable, only if physical interventions would affect designated protection zones, section 1 needs to be filled in.
- **“Development Consent” by authority to carry out the action:** this can be a letter of support by the Member State or a public governmental institution. [The National Contact Point¹⁰](#) in each Member State can help you with this part.

¹⁰ National Contact Point in each Member State can be found here
<https://ec.europa.eu/inea/sites/inea/files/download/call>

[s2014/cef transport/cef transport contact persons 14 1201.pdf](#).

- **Compatibility with EU Policy on interoperability:** Confirm that the proposed Action or the work to be carried out are compliant (Form C, section II)

PART D – Technical and Financial information

This is the most important part of the proposal as this will be evaluated and rated!

Part D should explain the project itself in detail with the proposed works and activities. **The project should clearly address the following 4 award criteria: why is it relevant? Is the project mature? What will be the impact of the proposed action? How do you ensure the quality of the results? Experts will also rate the quality of the proposal itself.**

The proposal should be maximum 40 pages including annexes. In general, the project proposal should have:

- ✓ Clear objectives
- ✓ Clear deliverables
- ✓ Description of possible risks that may occur during the implementation of each activity during the project implementation (i.e. capacity of workshops, technical issues, lack of resources, ...)
- ✓ Measures that will be taken to mitigate those risks

With regard to structure and content of the proposal it is important to include the following:

- Logical and structured planning with clear list of activities and timeline for each activity. (i.e. Gantt chart in excel format)
- An organigram and competences of the people carrying out the activities and managing the project (i.e. short CV of people with their technical and managerial background)
- Avoid jargon and do not take any knowledge on background or content for granted
- List of wagons to be used and accompanying technical fact sheet of wagons (incl. information on authorisation etc.)

- List of workshops where the works will or may be carried out (incl. ECM/VPI certificates etc.)
- List of manufacturers for telematic devices or sensors to be used (incl. certificates and technical information)
- Description how the proposal will support the objectives/the implementation of the interoperability Directive and secondary legislation as for example the TAF TSI.
- A plan for the monitoring of works and where necessary auditing of workshops competences. This is intended to show credibility and conformity
- The financial and technical information that is listed for each activity should be aligned with the description of the call
- If a pilot is planned, please provide more details and how deployment on a wider scale is foreseen
- For the section on impact it is advisable to mention that generating data from TAF telematics would contribute to the competitiveness of rail freight transport, improve its efficiency, allow to introduce status oriented or preventative maintenance plans, contribute to improve safety and in general support a multimodal integration
- A Communication and Dissemination Plan using tools such as Website, Conference events, and Wagon Stickers that indicates that they are funded by the EU

Finally, make sure to use at least one indicator for every objective (based on the activity, their risks and financial implications). Indicators should be SMART: **Specific, Measurable, Achievable, Relevant and Timebound.** (i.e. monetary/numeric measurements or graphs, number of wagons to be equipped with telematics, the different phases to develop the software etc, aggregate and use the data etc.)

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Useful documents:

- ✓ [Guide for applicants](#)
- ✓ [Checklist for applicants](#)
- ✓ [FAQ sheet - general](#)
- ✓ [FAQ sheet – rail interoperability specific](#)
- ✓ [Guide for CBA](#)
- ✓ [Cost-Benefit-Analysis checklist](#)
- ✓ [TEN-T Regulation](#)
- ✓ [CEF Regulation](#)

Please consult the Call website for all documents and information:

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

Do I need to carry out a Cost Benefit Analysis before submitting the application?

Proposal for work or works combined with studies need to be accompanied with a Cost-Benefit-Analysis (CBA) or for proposals submitted under “Rail Interoperability” the CBA can be replaced by a Cost-effectiveness Analysis (CEA). The CBA or CEA is a stand-alone document.

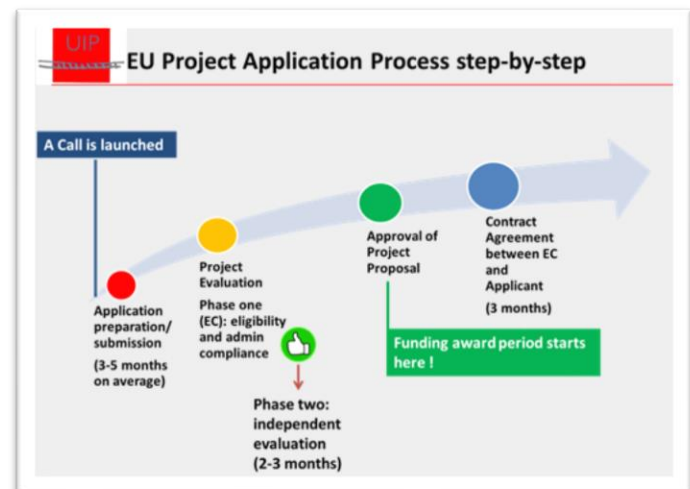
The CBA or CEA can be based either on a new analysis or derived from existing studies. It is always useful to include references to internal and external studies. However, it is important that the CBA addresses the proposed Action as a whole and not only parts of it.

The purpose of the CEA is to compare for a given output level (e.g. compliance with a certain standard) with the net present value of costs of different Actions. The CBA/CEA will be thoroughly analysed during the evaluation phase to rate the impact of the proposed Action.

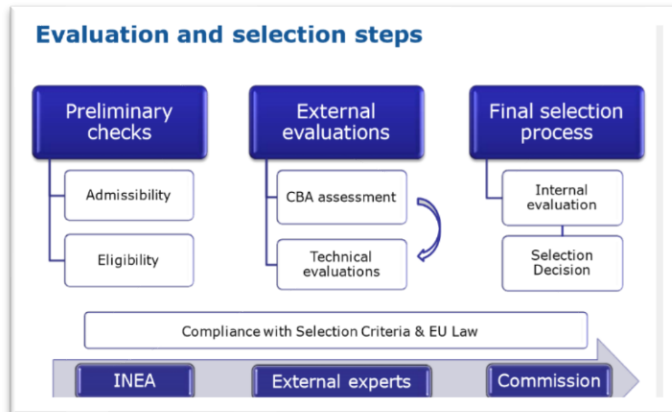
What is the application process and how long does it take from the time the call is launched until the project is approved?

Here is the indicative timeline of the call:

Indicative call timeline	Date
Call opening	17 May 2018
Deadline for submission	24 October 2018 - 17h00, Brussels time
Evaluation of proposal	Nov 2018- Jan 2019
Consultation of CEF committee	February 2019
Adoption of the selection decision	February 2019
Preparation and signature of individual grant agreements	As of February 2019



What are the different phases of the evaluation?



Source: INEA

According to the [guide for applicants](#), once submitted, the proposals are examined and evaluated in 3 phases:

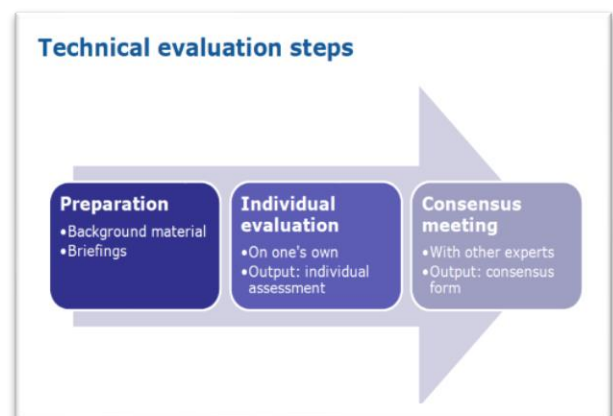
■ Phase 1: Preliminary check by INEA on admissibility and eligibility criteria

Applications have to be manually encoded, relevant annexes and documents uploaded and, the whole proposal have to be **submitted, before the deadline**. For a proposal to be admissible, all forms need to be filled in properly, with the necessary documentation and signatures, otherwise the proposal will be rejected. INEA also checks the eligibility of the proposals: are the applicants eligible? Is it an eligible action? Furthermore, the financial and operational capacity of the applicants are checked and whether the proposed action complies with the EU law (e.g. public procurement, interoperability, state aids etc.). If the application has met all eligibility and administrative criteria, it is approved and can continue to the second phase which evaluates the content of the proposed action.

■ Phase 2: External evaluation by independent external experts

INEA hires external independent experts, which have no conflict of interests and which perform the technical evaluation and the CBA/CEA assessment (if applicable). Usually the technical and CBA evaluations are performed by different experts. For the technical evaluations there are usually 3 experts that first do an individual and independent assessment and rate the application. This means that they assess to what degree the proposed actions fulfil the 4 award criteria of **Relevance, Maturity, Impact and Quality**.

All 3 experts then meet and agree on a consensus grade, 0 (insufficient) to 5 (excellent). During the discussion they will also consult (if applicable) the CBA experts when it comes to the impact criteria. The EC may also attend these evaluation sessions as an observer. Only proposals that have passed the minimum threshold of the assessment (usually 3 out of 5 points) will go to the next evaluation phase.



Source: INEA

■ Phase 3: Final selection of successful proposals by the EC

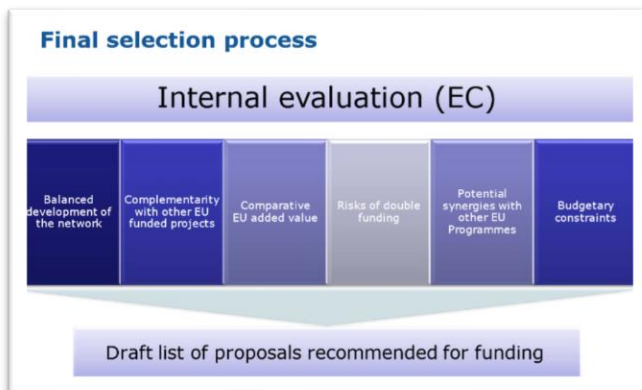
The relevant applications and the outcome of the external evaluations are presented by INEA to the EC. On the basis of several criteria (i.e. balanced development of network, complementarity, EU added value, potential synergies with other EU

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programs, budgetary constraints) the EC will select the application and draft a list of proposals for recommended funding. During this phase and on the basis of competitive rating, the EC may also reject proposals which have passed the minimum threshold. This list of recommended proposals will be presented to the Member States representatives of the CEF coordination committee for an opinion. Once the list is formally adopted by the Commission, INEA will start informing the applicants/the project coordinator. Applicants whose projects were rejected receive an explanation and the rating of their proposed action.



Source: INEA

What will happen after the proposed action has been selected?

The Grant Agreement Preparation Phase:

Once the project coordinator has been informed, INEA prepares with the project coordinator the grant agreement (GA). The GA is a contract, which defines concretely the project plan and the budget allocation. It is usually drafted on the basis of the proposal, but is formulated more targeted and adding more milestones and outputs if not already mentioned in the proposals. Comments from the evaluation are also taken into consideration in this phase.

Once the final version of the GA is agreed, it is sent out to the project coordinator who has been designated by the applicants for signing on behalf of the whole consortium (if applicable). The coordinator needs to send the signed GA back to INEA with the signed mandates of each beneficiaries.

For more information, please contact your National Contact Point or INEA Help Desk:

INEA-CEF-transport-calls@ec.europa.eu

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