



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY AND TRANSPORT
DIRECTORATE B - Transeuropean Networks Transport
TEN – Transport policies & technological development

TENtec eSubmission

User Manual¹

March 2009

¹ In the published call this document is referred to as “**TENtec eSub guidance note**”.

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1. INTRODUCTION

The TENtec eSubmission module allows the electronic submission of Part A of the application form.

The eSubmission module creates a file with an encrypted application form including an embedded unique reference number, which is obligatory for a submission and which will be used as the proposal number. This file should be submitted to the TEN-T EA as an attachment to the relevant email address specified in Section 5.3.2 of the Guide for Applicants:

- For the 2009 ANNUAL Call:

tenea-proposal-call-map2009@ec.europa.eu

- For the 2009 MULTI-ANNUAL Call:

tenea-proposal-call-annual2009@ec.europa.eu

- For the 2009 European Economic Recovery Plan Call :

tenea-proposal-call-eeerp2009@ec.europa.eu

When a file created by the eSubmission module is ready for submission, a print-out is generated on which a unique reference number is automatically inserted on each page in the field “Proposal no.”. Applicants must sign this print-out and include it in the complete proposal package which is delivered to the TEN-T EA containing the other parts of the Application Form.

It is important to note that the eSubmission module creates the reference number only when the application form Part A is fully complete, i.e. contains no error messages. Draft versions of the form can be saved or printed, but without such a reference number.

The date and time at which the email is sent is considered as the submission time (not the date and time printed on the completed application form).

2. TENTEC eSUBMISSION – INSTALLATION PROCEDURE

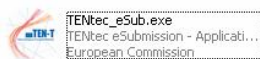
2.1. Downloading, installing and running TENtec eSubmission

TENtec eSubmission module can be downloaded as a stand-alone application from the calls’ internet page:

http://ec.europa.eu/transport/infrastructure/ten_t_ea/call_for_proposals_2009_en.htm

To install the TENtec eSubmission application, just unzip the .zip file ("*TENtec eSubmission tool (application file)*") on the root of the selected drive. It is possible to install the application on a USB key or any other Read-Write external device in case of security constraints. Note that the installations procedure implies no access to the Windows registry, it will only create a new folder (X:\TENtecESub) where the application will be unzipped.

To run the application, double click on the .exe file (TENtec_eSub.exe) in the folder used X:\TENtecESub.



2.2. Minimum system requirements

- Windows XP

- Java Runtime Environment 1.6.0.

The application will check your system version, if you have a lower JRE version the application will try to connect to the Java website. If you do not have administrator's rights to install a new JRE version, you can download the TENtec eSubmission zip file with the needed files JRE libraries from the calls website, just download the .zip file and unzip it on the root of the selected drive.

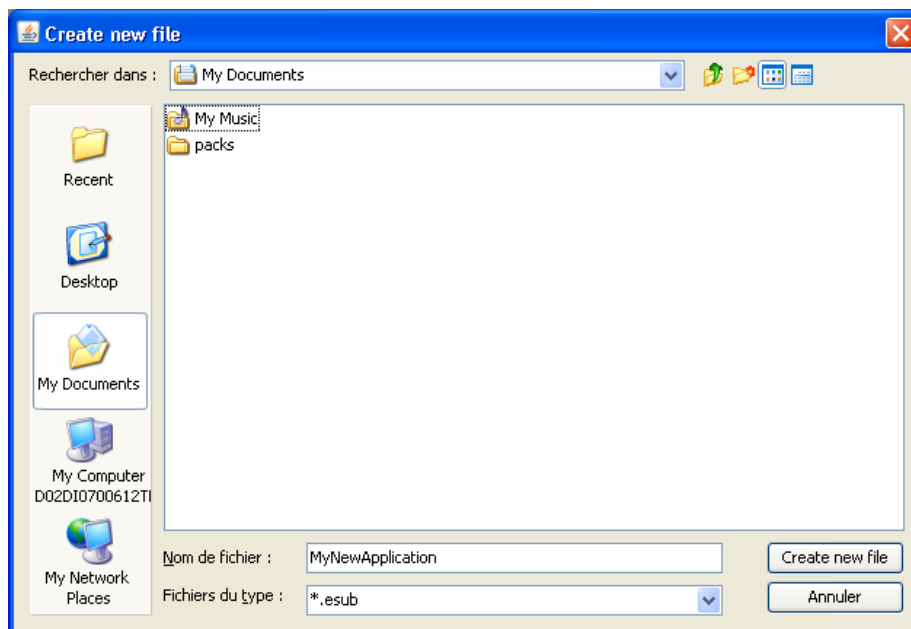
3. WORKING WITH THE APPLICATION FORM

3.1. Creating file

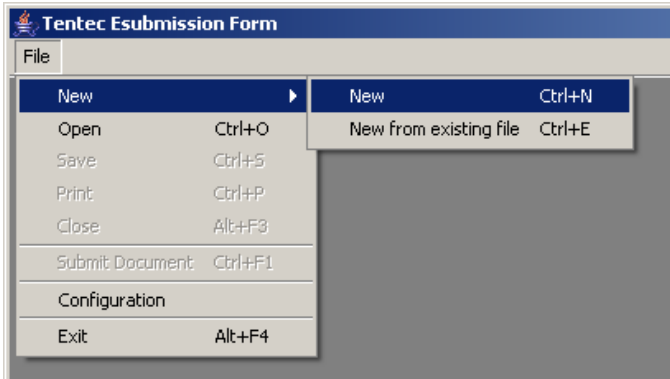
There are 2 ways to create a new application form in TENtec eSubmission:

- (1) To create a new application from scratch with the menu option **File à New** or the shortcut **Ctrl+N**

This opens the "Create new file" dialogue box to open as shown below. You should give the file a name and navigate to the location on your file system where you wish to save the file.



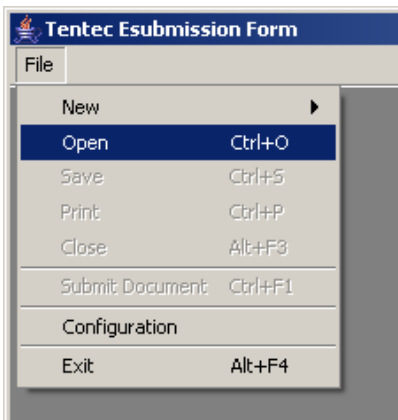
- (2) To create a new application using the data from an existing one with the menu option **File à New from existing file** or the shortcut **Ctrl+E**.



Please note that this “.etmp” file forms part of a unsubmitted application. When the application has been submitted, the extension of the file will be automatically changed by the software from ".etmp" to ".esub". This ".esub" extension identifies a validated and submitted file containing the application. This file should be sent as an email attachment to the one of the addresses given in Section 1.

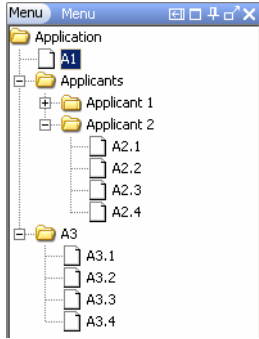
3.2. Opening and closing file

If you are working with an existing application, you can open or close the file by using the menu option **File à Open** or **File à Close**. It also is possible to use the shortcuts **Ctrl+O** for **Open** and **ALT+F3** for **Close**.



3.3. Opening a form

As shown in the menu on the lefthand side of the screen, the application form Part A consists of three forms: Form A1 (General information on the proposal), Form A2 – Applicants (Information about the applicants) and Form A3 (Technical information)



Some of these forms have sub-forms inside, which appear as folders in the menu. To open a form (or a sub-form), double click on the form icon A2.1 . To open a folder with forms inside, click once on the expansion icon Applicant 1 .

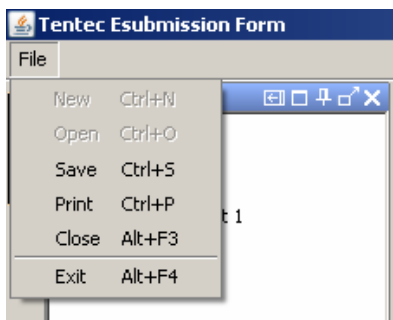
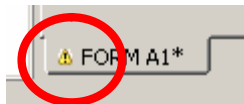
To add a new applicant, right click on the "applicants" form and select "Add New Applicant".



3.4. Saving the application


You should save the file each time a section is modified. To do this, select **File à Save** in the menu or use the shortcut **Ctrl+S**.

If a section includes unsaved information, a warning flag appears on the relevant tab at the bottom of the screen.



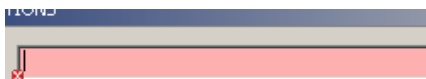
3.5. Form Validation

Every time a section of the application is saved, the validation system will highlight the fields in which there are errors or warning messages.

Application Form Part A			
	EUROPEAN COMMISSION	TRANS-EUROPEAN TRANSPORT NETWORK	A1
Proposal TENtec Nr. not submitted			
PROGRAM TYPE			
<input checked="" type="radio"/> Annual Call 2009 <input type="radio"/> Multi-Annual Call 2009 <input checked="" type="radio"/> ERTMS <input type="radio"/> MoS <input type="radio"/> ITS <input type="radio"/> European Economic Recovery Plan Work Programme 2009			
GENERAL INFORMATION ON THE PROPOSAL			
Title of the proposed action	<input type="text"/>		
Priority/Horizontal project	Motorways of the sea		
Section (only for PP)	Motorways of the sea: Projects of common interest identified in accordance with Ar...		
Transport mode	Motorways of the Sea		
Start date of the action	mar. 17/03/2009	End date of the Action	ven. 12/04/2013
Summary (up to 2000 characters)			
<input type="text"/>			

There are two levels of error:

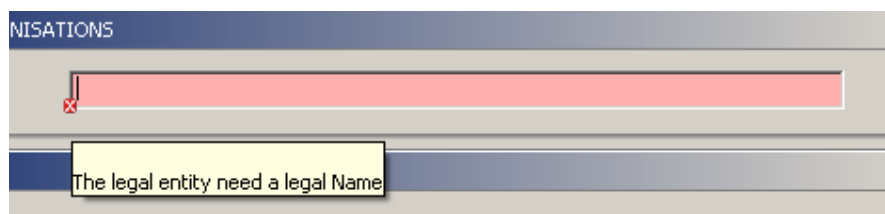
- **ERROR level:** If an error message is displayed, the save is disabled. To be able to save the form, the value must first be corrected.



- **WARNING level:** If a warning message is displayed, you can save the form if you wish and correct this field later.

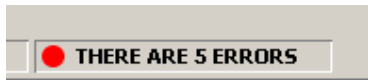


In order to know why a warning or error message is displayed, hold the cursor over the error or warning icon which appears on the left of the field. A tooltip message will appear with the corresponding error or warning.



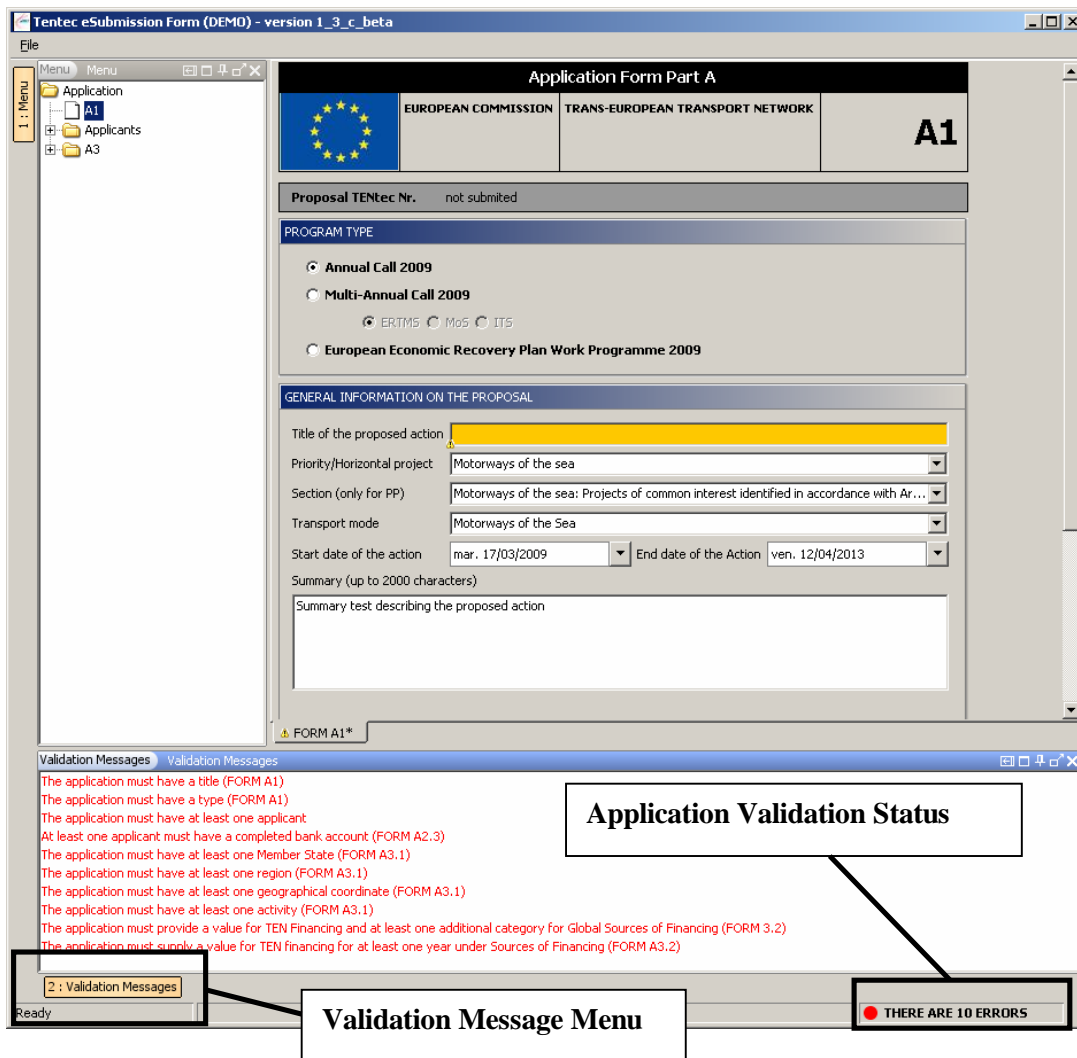
3.6. Application Validation System

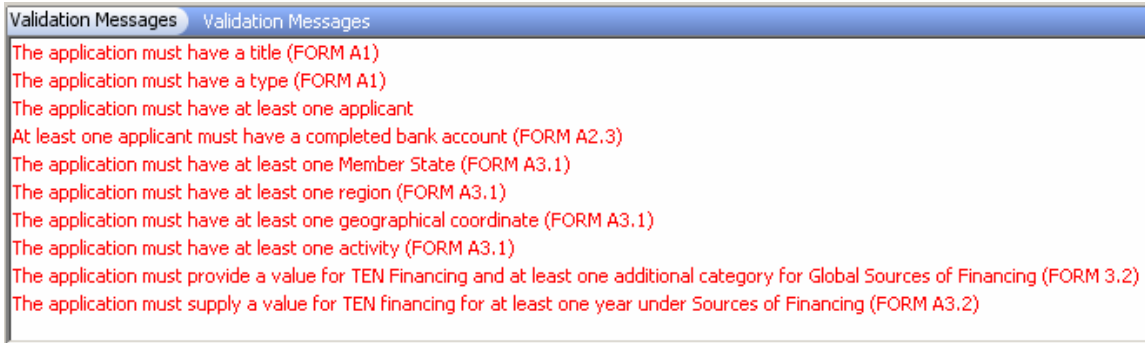
In order to guide you during the creation of the application, you can consult the application validation system in the bottom righthand corner of the screen.



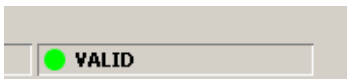
A red circle sign indicates that the application still contains errors and the number of errors in the application is indicated.

To consult the error messages in the validation system, click on the "Application Validation Status" or the menu "Validation Messages".





When an error has been corrected, it will disappear from this list. Before submitting your application you must ensure that it is valid. This is visible by a green circle together with the following message: "VALID".

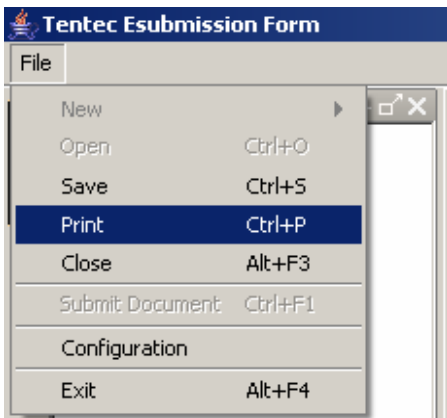


In order to close the validation message panel, click on the cross on the righthand side of the panel.

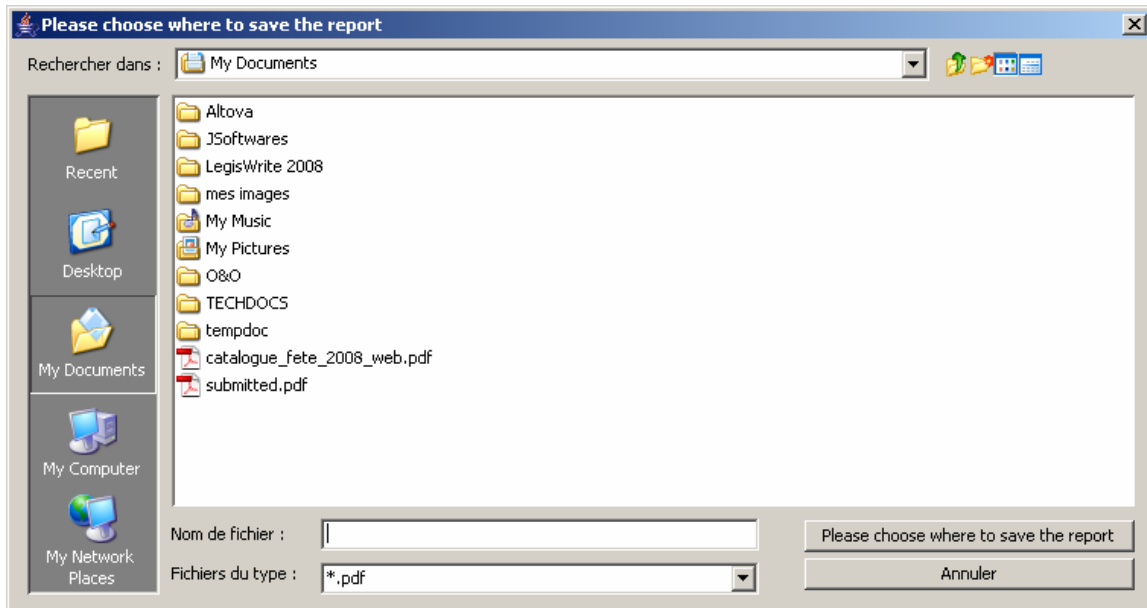


3.7. Printing an application

After the file has been created, it is possible to print the application even if the fields have not all been fully completed. To do this, use the the menu option **File à Print** or the shortcut **Ctrl+P**.

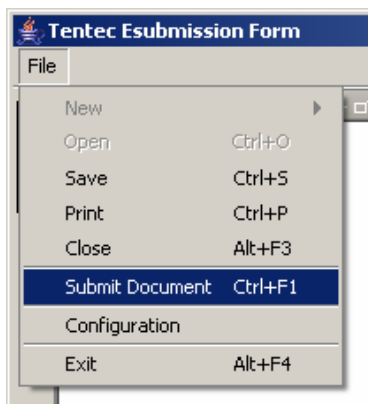


The printout creates a PDF file, which you must save. The system will ask you to enter a file name and/or a directory in order to create the PDF file containing the printout.



3.8. Submit application

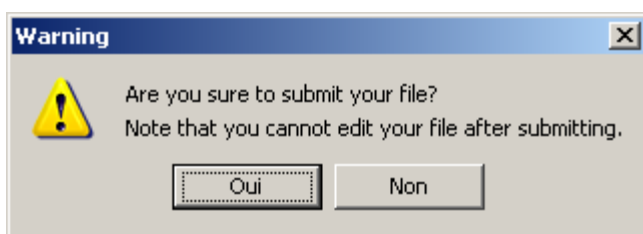
In order to submit the application form and print the official document, use the menu option **File** à **Submit Document** or the shortcut **Ctrl+F1**.



Note that the "Submit Document" option appears only if the application is fully validated by the application validation system and if the document has not already been submitted.

Warning: once you have submitted an application, you cannot modify the data. For a document which has been submitted, only the 'open', 'close' and 'print' operations are available.

The system will display the following warning. Click on "Yes" if you are ready to submit your application.



Note that during the submission process, the system will change the extension ".etmp" of your file to the final submitted esub file extension ".esub".

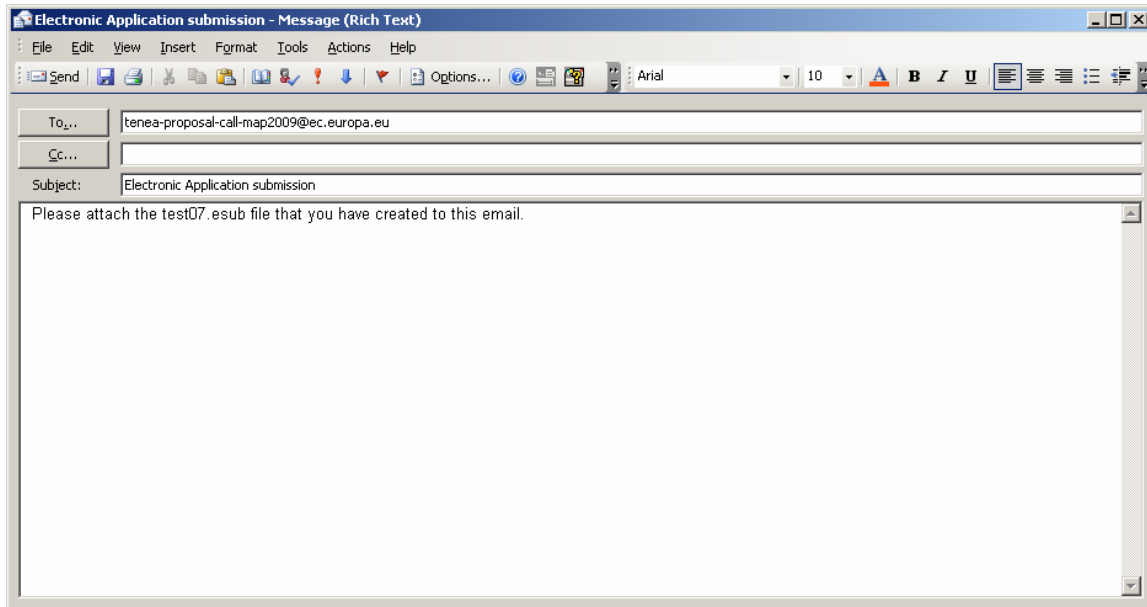
The system will create an e-mail message with the following information:

'To': the email address is selected according to the call type selected in the application²,

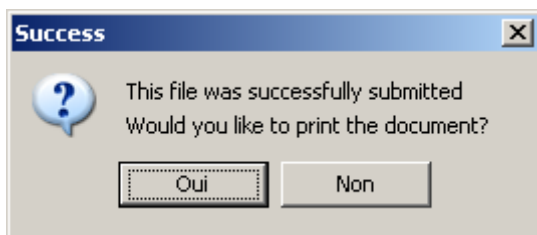
'Subject': "Electronic Application Submission",

Text message: a reminder is given to attach the corresponding ".esub" file.

This e-mail message will appear only if the system can interact with your default e-mail application. If not, you must generate the email manually.



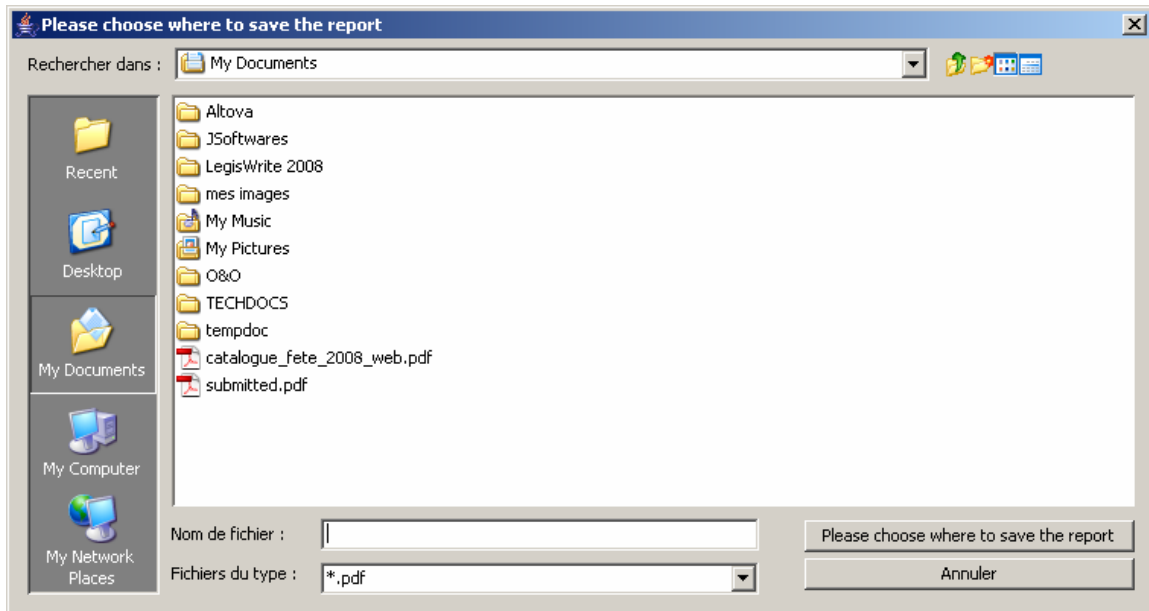
The system will display this confirmation dialogue, asking if you want to print the official document. Click on "Yes" (Note that the previous printouts are not the official one).



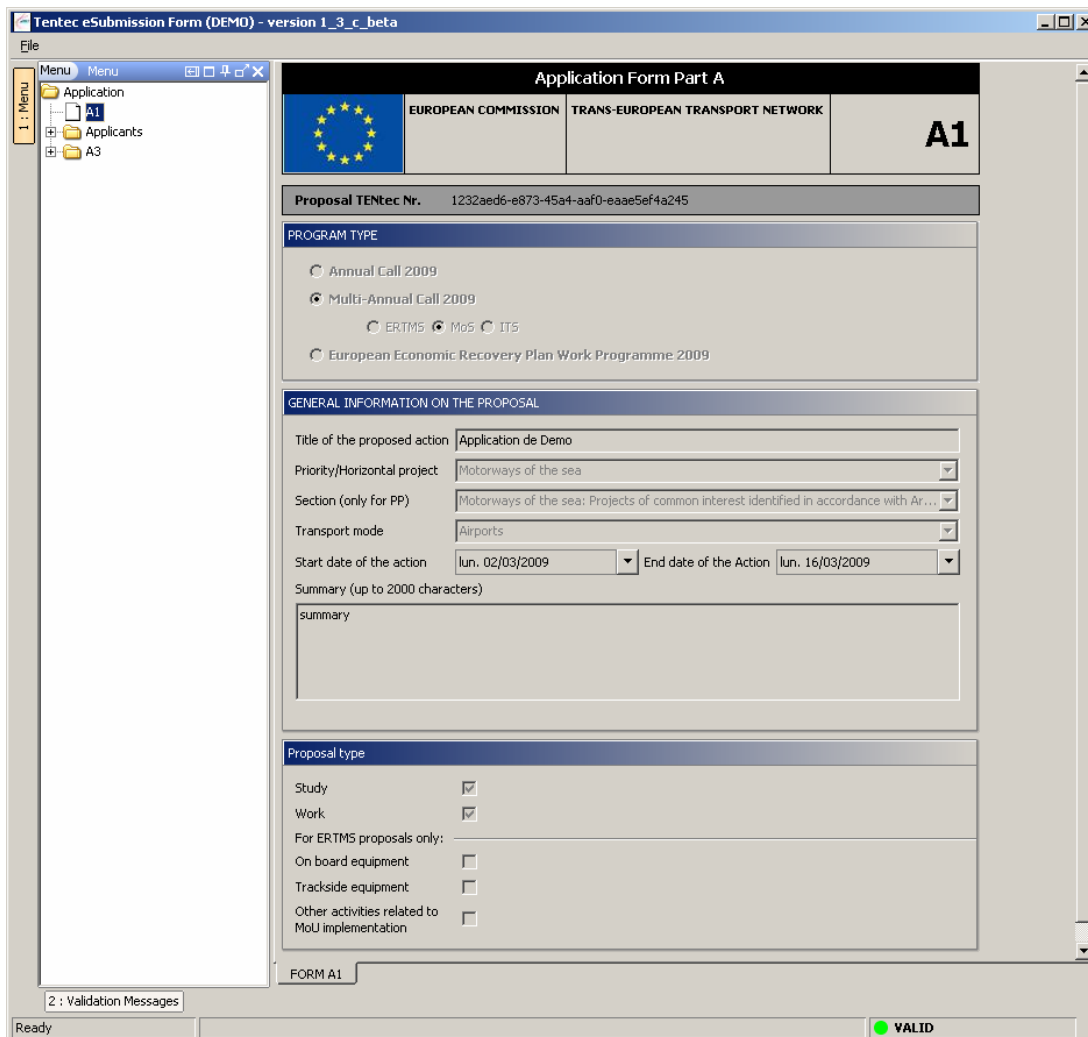
The system will ask you to enter a file name and/or a directory in order to create the document containing the printout.

² The e-mail address for proposal submission are:

- For the 2009 ANNUAL Call: tenea-proposal-call-map2009@ec.europa.eu
- For the 2009 MULTI-ANNUAL Call: tenea-proposal-call-annual2009@ec.europa.eu
- For the 2009 European Economic Recovery Plan Call: tenea-proposal-call-eerp2009@ec.europa.eu



After submitting the document, you can view the data, but each form is read-only.



The PDF file generated above should be printed, signed where indicated and the requested stamps added. This document should then be included in the complete proposal package, which is sent to the TEN-T EA.

STRUCTURE OF THE APPLICATION FORM

This section describes the structure of the application form Part A and the information which needs to be completed.

4.1. Section A1 – General information

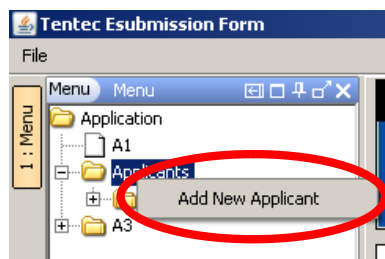
This section contains the general information about the proposed action. Specify whether the proposal is being submitted in response to the EERP, Annual or Multi-Annual Programme. If the latter, select also the proposal field from the possible options.

This section also includes the title and description of the Action, its start and end dates, the concerned Priority project and section (if applicable), the transport mode and the type of proposal (study or work). For ERTMS proposals select the appropriate type(s): on board equipment, trackside equipment and/or other activities related to MoU implementation.

4.2. Section A2 – Administrative information

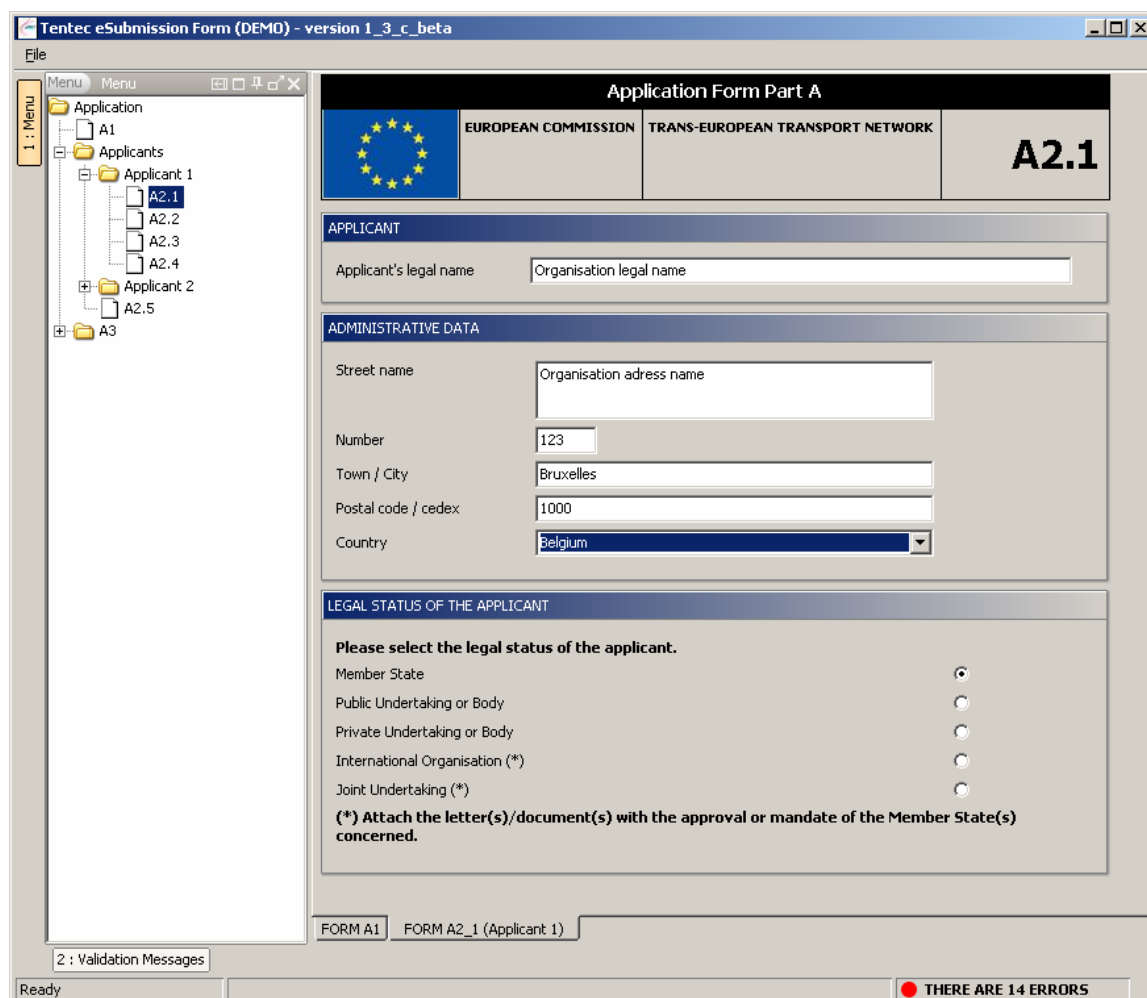
Section A2 contains all the administrative information related to the applicant(s). The information in this section will be complemented with that of application form part B.1.

One application can have one or more applicants. To include a new applicant it is necessary to right-click with the mouse over the entry “Applicants” and the option to add a new applicant appears.



4.2.1. Section A2.1 – Applicants

The section A2.1 contains all the administrative information on the applicant, including its “Legal Status” and “Official registration number” for non member States legal entities.



4.2.2. Section A2.2 – Contact points

The contact points section contains the information about the contact person and the person that signs the application. In both cases, if the address is the same as the address of the Applicant (as indicated in section A2.1), it is not necessary to introduce it again.

Application Form Part A

EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK A2.2

Contact points

Person in charge (the person who will be contacted by the EC in the first instance)

Family Name: Contact person name First name(s): Surname

Function: Contact person function

Is the address different from the legal address (of section A2.1)? Yes No

Street name: Organisation address name

Street number: 123

Town: Bruxelles

Postal code / cedex: 1000

Country: Belgium

Phone: +32123456789

Fax: +32123456789

E-mail: name@email.com

Representative authorized to sign this application

Family Name: Signature person name First name(s): Surname

Function: Signature person function

Is the address different from the legal address (of section A2.1)? Yes No

Street name: Organisation address name

Street number: 123

Town: Bruxelles

Postal code / cedex: 1000

Country: Belgium

Phone: +32123456789

Fax: +32123456789

E-mail: name@email.com

Signature Date: sam. 21/03/2009

FORM A1 FORM A2_1 (Applicant 1) FORM A2_2 (Applicant 1)*

2 : Validation Messages

Ready

THERE ARE 14 ERRORS

4.2.3. Section A2.3 – Financial information (Bank account)

This section contains the information on the bank account to which the Commission support will be paid. At least one applicant should provide this bank account information.

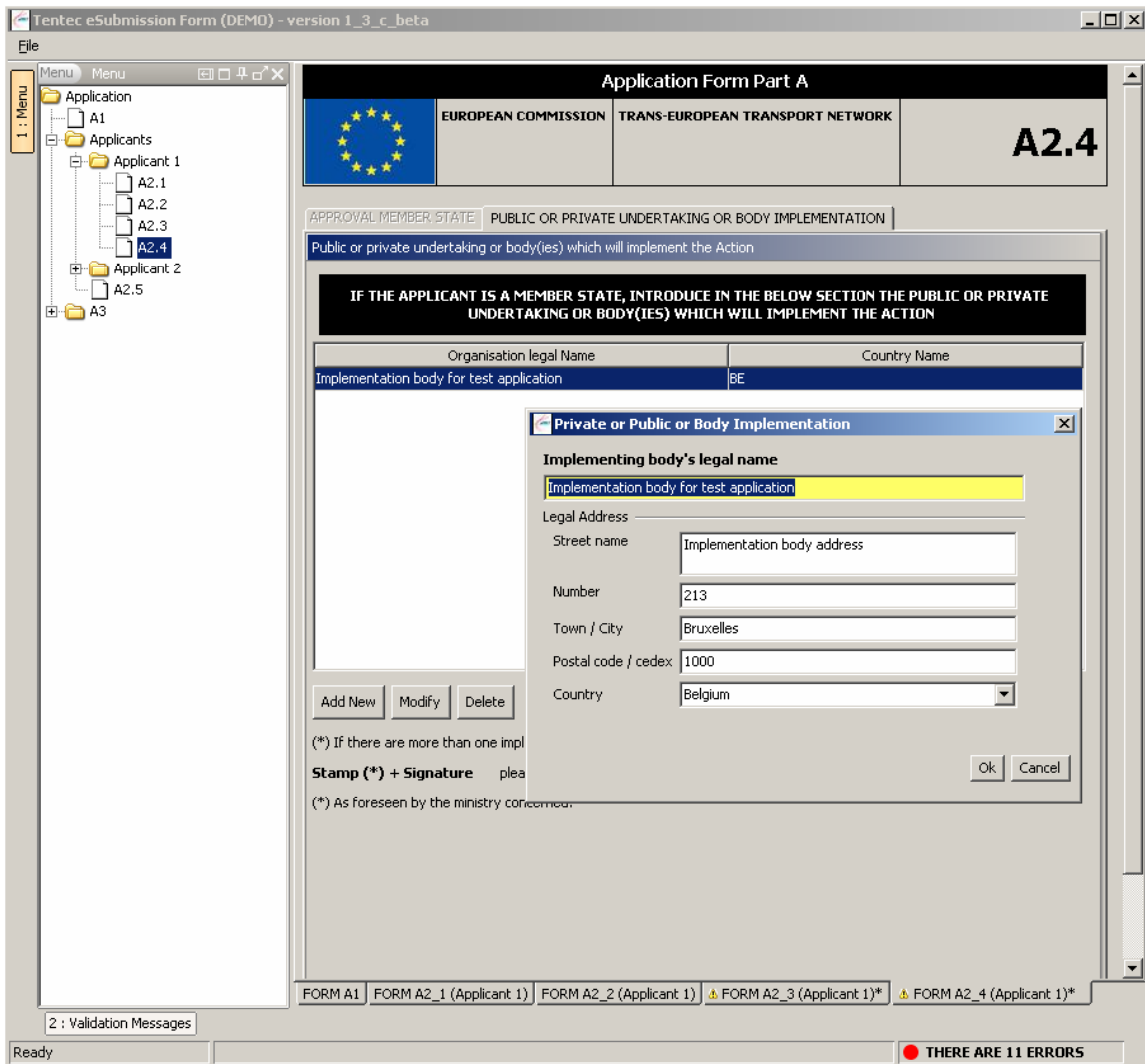
The IBAN code is validated before it is saved, if the code is not a valid IBAN code then an error flag appear and it is not possible to save this section.

Account number	539-007540034
IBAN (2)	BE15.111000078780000

4.2.4. Section A2.4 – Additional information

This section includes additional administrative and legal information on the applicant.

- (1) If the applicant is a **Member State**, the “Public or Private Undertaking or Body(ies)” which will implement the action must be indicated here.



- (2) If the applicant is a **Public or Private Undertaking or Body**, then this section provides the information of the Member State that approves the application and the person authorised to sign the application.

Application Form Part A

EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK **A2.4**

APPROVAL MEMBER STATE: PUBLIC OR PRIVATE UNDERTAKING OR BODY IMPLEMENTATION

Member State approving this application

IF THE APPLICANT IS A PUBLIC OR PRIVATE UNDERTAKING OR BODY, FILL IN THE BELOW SECTION ON THE MINISTRY APPROVING THIS PROPOSAL

Ministry's Legal name

Ministry Legal name

Legal Address

Street name: Ministry legal Address Number: 123

Town / City: Bruxelles

Postal code / cedex: 1000

Country: Belgium

Representative authorized to sign this proposal

Family Name: Representative Family name First names(s): Firstname

Function: Representative function

Is the address different from the legal address ? yes No

Street name: Number:

Town / City:

Postal code / cedex:

Country:

Phone: +3212345689

Fax: +32123456789

Email: name@email.com

Date: ven. 20/03/2009

Stamp (*) + Signature please refer to the printout of this document
 (*) As foreseen by the ministry concerned.

Application Form Part A

Applicant 1 | FORM A2_3 (Applicant 1) | FORM A2_4 (Applicant 1) | FORM A2_4 (Applicant 2) | FORM A2_1 (Applicant 2)

2 : Validation Messages

Ready ● THERE ARE 12 ERRORS

4.2.5. *Section 2.5 – Coordinating applicant*

This section has to be filled in for multi-beneficiaries applications, as information on the coordinating applicant, who will submit the application and with which all the communication will be directed, has to be provided.

The screenshot displays the 'Tentec eSubmission Form (DEMO) - version 1_3_c_beta' interface. The main window is titled 'Application Form Part A' and includes the European Commission logo and the text 'EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK'. A large 'A2.5' label is visible in the top right corner. The section is titled 'COORDINATING APPLICANT' and contains the instruction 'Please, select the Legal Entity that will act as Coordinating Applicant.' There are three checkboxes: 'Organisation legal name' (checked), 'Implementation body for test application' (unchecked), and 'Organisation legal name 2' (unchecked). A left-hand menu shows a tree structure with folders for 'Application', 'Applicants', 'Applicant 1', 'Applicant 2', and 'A3', with sub-items A2.1, A2.2, A2.3, and A2.4. At the bottom, a status bar shows '2 : Validation Messages' and a red error icon with the text 'THERE ARE 12 ERRORS'.

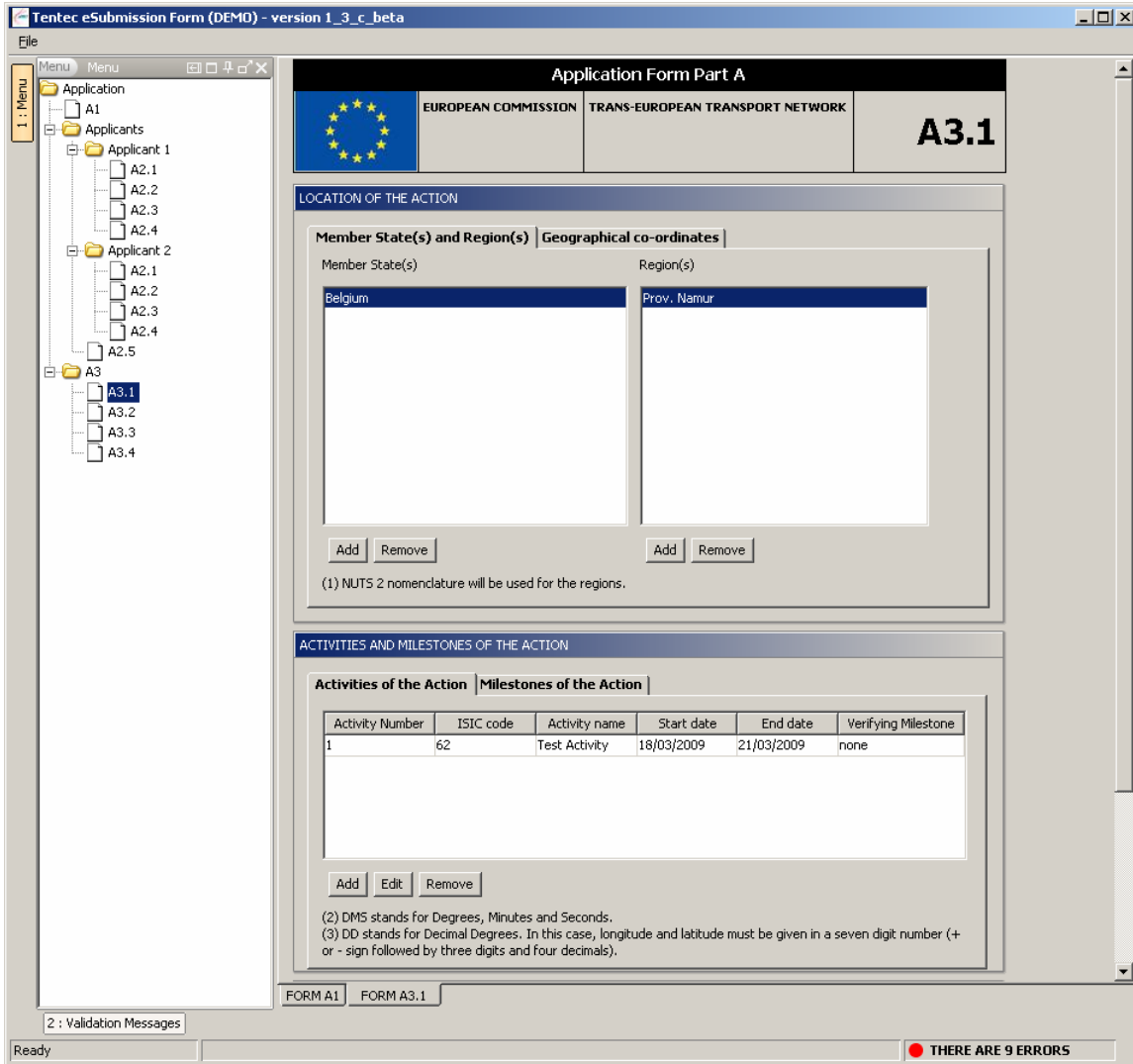
4.3. Section 3 – Technical and Financial information

The technical and financial information included in this section will be complemented with the information included in application form part B.2. Additional information as maps, GIS files, etc. should be attached when applicable / relevant.

4.3.1. *Section 3.1 – Location and activities of the Action*

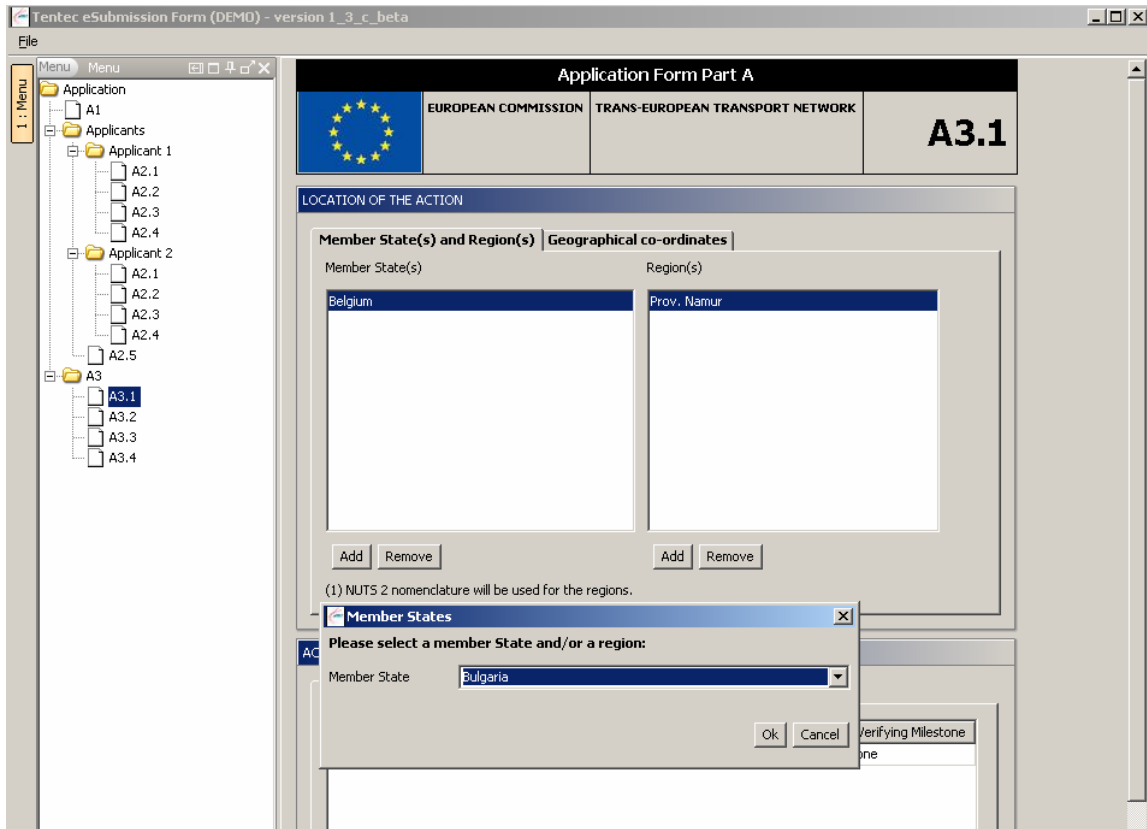
This section includes the location of the action (Member States, regions and geographical coordinates), the activities and milestones of the action (including the milestones at the start and at the end date of the action) and the contribution of the action to the TEN-T policy objectives.

This section is divided into three different subsections: Location of the actions, Activities and milestones and Contribution of the action to the TEN-T policy objectives as shown in the following figure:

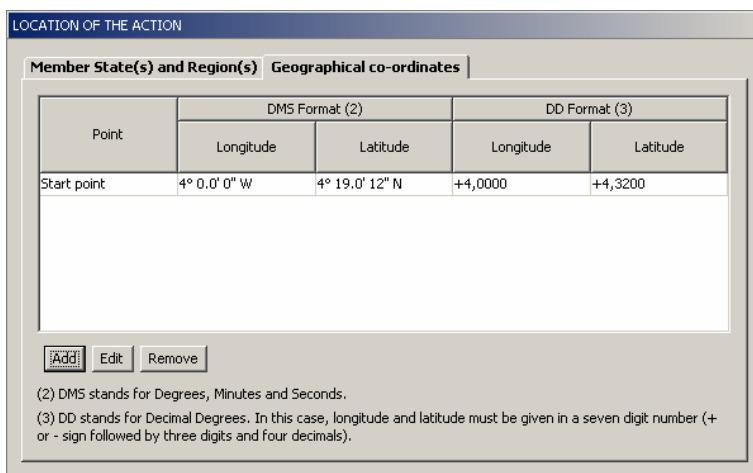


The location of the action includes the Member States and the Regions where the action takes place. The regions are encoded using the NUTS2 codification of DG REGIO (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:039:0001:0037:EN:PDF>). The location also includes the geographical co-ordinates of the action.

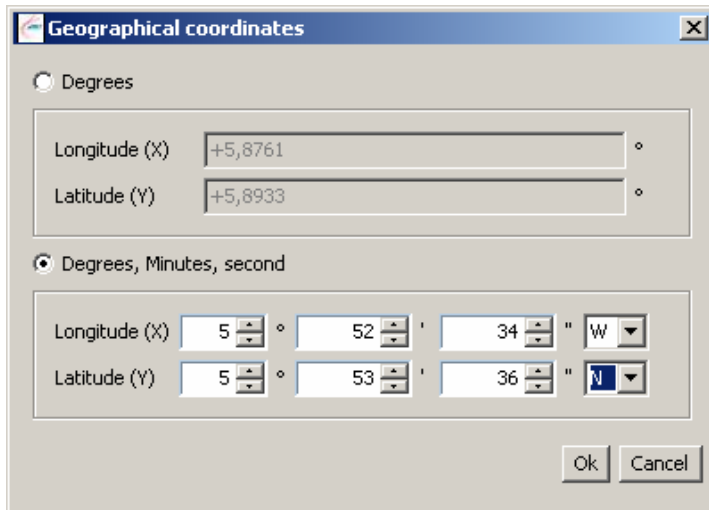
To introduce the Member States and the Regions, first include all the Member States that will take part in the action using the **Add** button under the Member State(s) window that will display a window with a drop down list with all the Member States. Then it is possible to introduce the Regions using the **Add** button under the Region(s) window that will display a window with a drop down list with all the NUTS2 regions of the selected Member States.



To include the geographical co-ordinates, first select the “Geographical co-ordinates” tab and then use the **Add** button under the window. The geographical co-ordinates are stored as longitude and latitude in a seven digit number format (+ or - sign followed by three digits and by four decimals). The system automatically sorts the points: the first will be the “start point”, the second the “interim point 1” and the last one the “end point”.

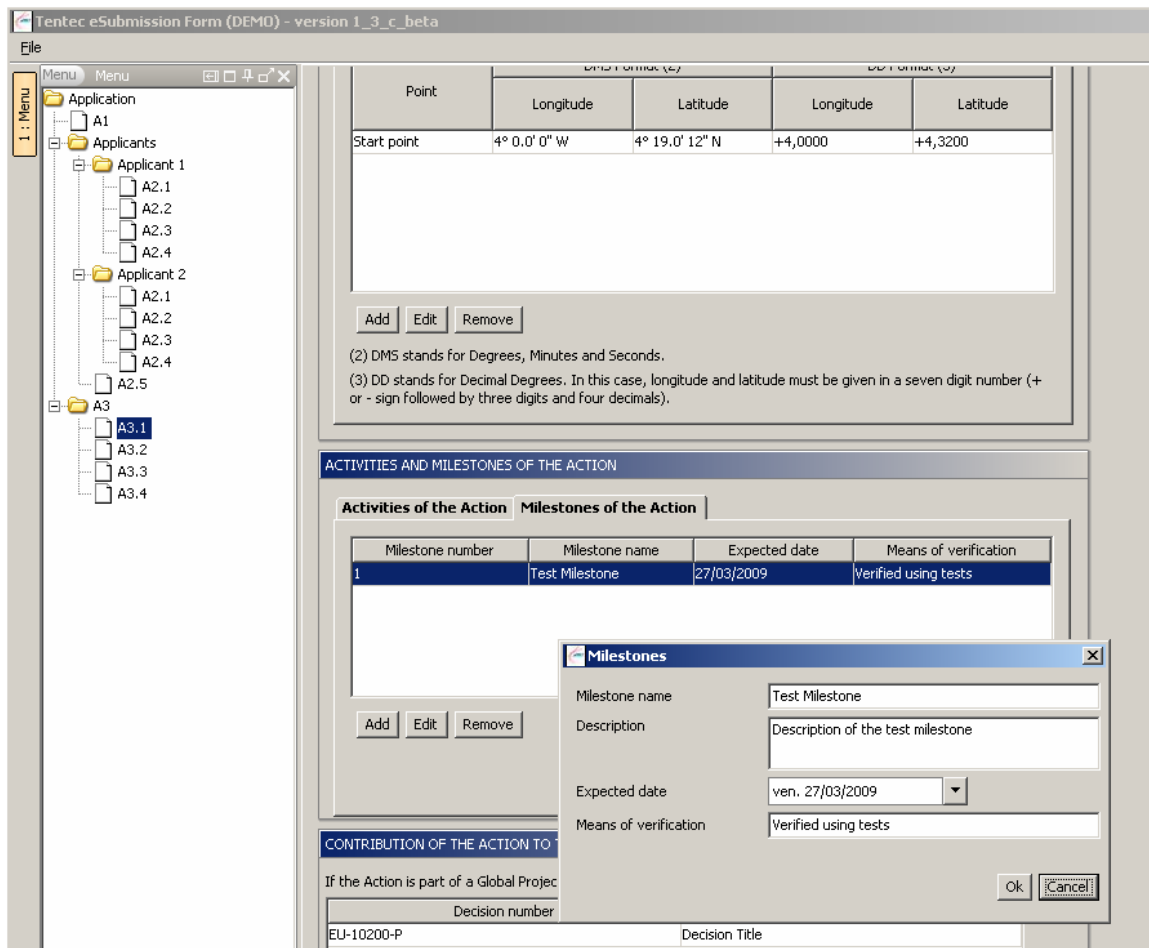


It is possible to introduce the geographical coordinates in decimal degree format or in degree, minutes and seconds format. The system will validate both, but will store the values in decimal degrees format.

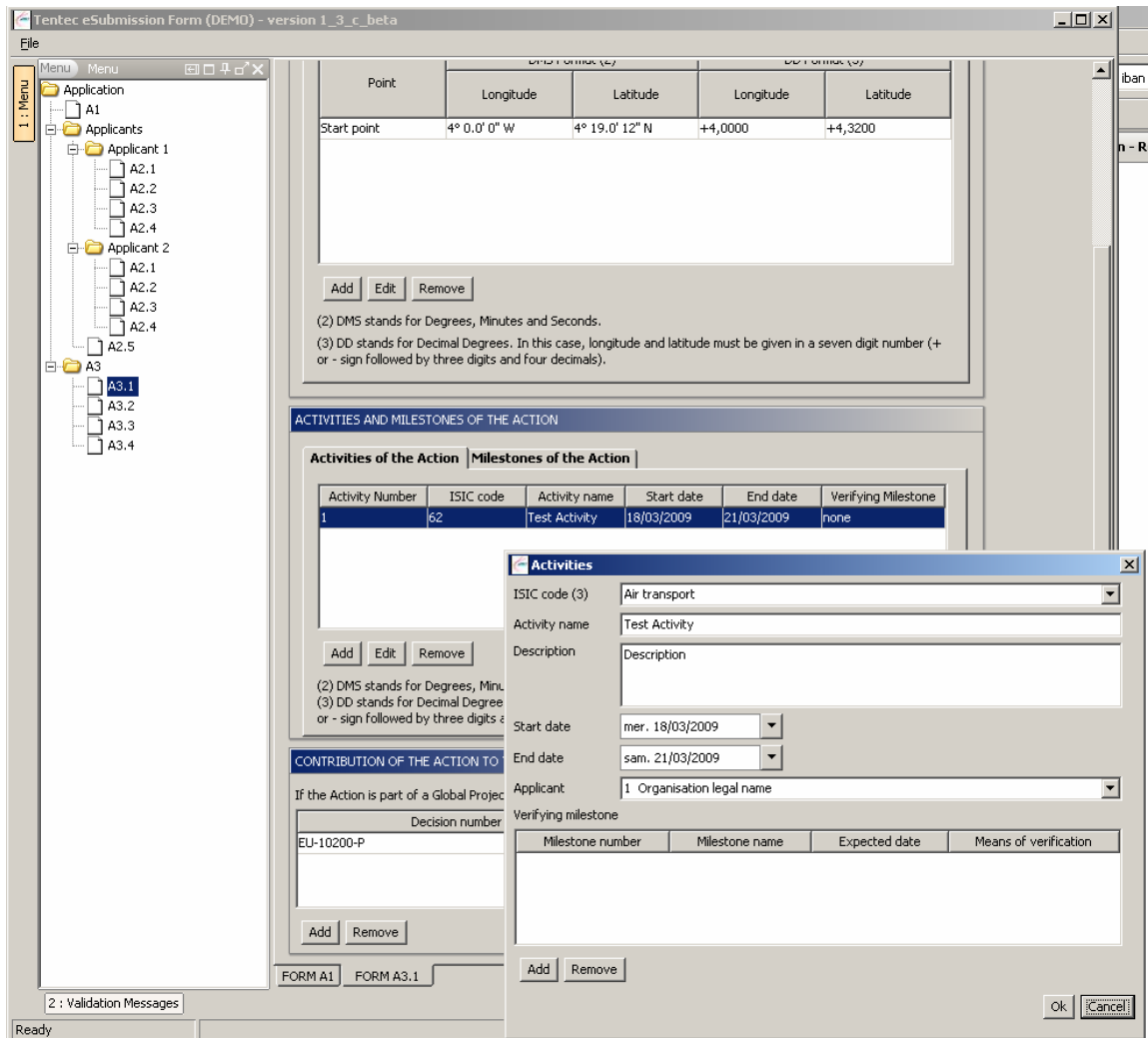


To introduce the activities and milestones, start introducing the milestones of the action, since for every activity the verifying milestones must be indicated. Select the “Milestones of the Action” tab and use the **Add** button under the window to include the milestones, one by one. For every milestone it is necessary to include the name of the milestone, the description, the expected date for the milestone and the means of verification. **Do not forget to include milestones related with the start and the end date of the Action.**

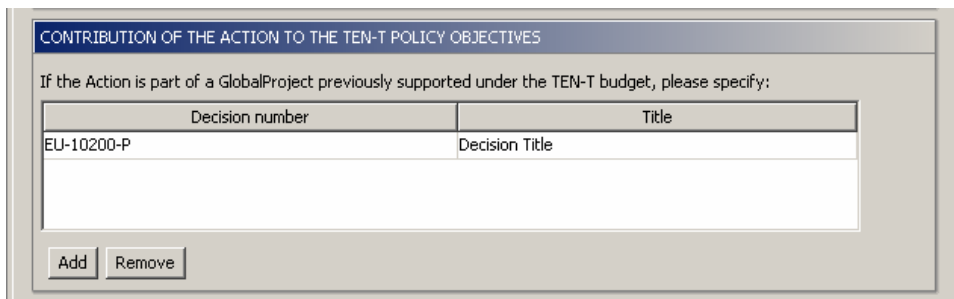
Activities and milestones indicated in this section must be in line with those indicated in section 2.9 of Application form Part B2.



To introduce the activities select the “Activities of the Action” tab and use the **Add** button under the window to include the activities, one by one. For every activity it is necessary to include the name and description of the activity, the expected start and end dates and the verifying milestones and the ISIC code. Descriptions as provided by UNSD of the ISIC codes are available in a PDF document which is available on the TEN-T calls for proposals website



For actions that are part of a Global project, in the section “Contribution of the action to the TEN-T policy objectives” include all the previous decisions that previously supported the Global Project under the TEN-T budget. To include a decision use the **Add** button under the window and specify the decision number and the title of the decision.



4.3.2. Section A3.2 – Financial information (Sources of financing)

The section A3.2 contains the sources of financing of the Global project and the proposed Action. For the Global project please give only the total amounts per category.

For the proposed action the State and the Regional budget must be split by applicant. You will find one entry in each category per applicant defined in section A2.1.

Note that all the amounts must be in EUR.

Proposals Submission Forms

EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK **A3.2**

Global project

	Contribution
State budget(s)	1.000.000,01 €
Regional/local budget(s)	0,00 €
Project promoter (Public or Private)	0,00 €
EIB loan	0,00 €
Other loans	0,00 €
TEN Financing	1.000.000,00 €
Other EU funds (ERDF, CF, FPR)	0,00 €
Other sources	0,00 €
Total	2.000.000,01 €

For multi-beneficiary projects, please give only the total amounts per category.

Proposed Action

	Total	2008	2009	2010	2011	2012	2013	>2013
State budget(s)								
Applicant 1	400.600,00 €	200.000,00 €	200.000,00 €	200.000,00 €	200.000,00 €	100.000,00 €	100.000,00 €	0,00 €
Applicant 2	1,00 €	1,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Regional/local budget(s)								
Applicant 1	148,00 €	42,00 €	50,00 €	56,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Applicant 2	5.000,00 €	0,00 €	5.000,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Project promoter (Public or Private)	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
EIB loan	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Other loans	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
TEN Financing	1.000.000,00 €	200.000,00 €	200.000,00 €	200.000,00 €	200.000,00 €	100.000,00 €	100.000,00 €	0,00 €
Other EU funds (ERDF, CF, FPR)	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Other sources	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total	401.605,10 €	200.200,00 €	200.205,00 €	400.056,00 €	400.000,00 €	200.000,00 €	200.000,00 €	0,00 €

(*) Contribution to eligible costs only

M A2_3 (Applicant 1) FORM A2_4 (Applicant 1) FORM A2_1 (Applicant 2) FORM A2_4 (Applicant 2) FORM A3.1 FORM A3.2 FORM A3.3

2: Validation Messages

Ready ● THERE ARE 4 ERRORS

4.3.3. Section A3.3 – Financial information (Cost breakdown)

This section contains the estimated cost breakdown of the proposed Action by activities and year.

Note that all the amounts must be in EUR.

It is necessary to include the estimated direct cost of all the activities defined in the section A3.1. There will be an entry per activity defined in this section.

In this section it is also possible to include indirect costs, defined as follows:

Indirect costs are costs which are **not** identifiable as direct costs, but which have nevertheless been incurred in connection with the eligible direct costs of the Action. Indirect costs shall satisfy the

general criteria specified at article III.3.7.1 of the General Conditions and may be eligible for flat rate funding fixed at not more than 7% of the total eligible costs.

Applicants will be asked to explain the methodology used in determining the percentage of the flat rate (between 0 and 7%) before concluding the individual decision.

Application Form Part A

EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK

A3.3

INDICATIVE BREAKDOWN OF ESTIMATED ELIGIBLE COSTS OF THE PROPOSED ACTION BY ACTIVITY

Unable to display this table: there are no activities in the project.

	2008	2009	2010	2011	2012	2013	>2013	Total eligible cost
1. DIRECT COST								
1.1 Demo activity 01	0,00 €	10 000,00 €	10 000,00 €	10 000,00 €	0,00 €	0,00 €	0,00 €	30 000,00 €
1.2 Demo activity 02	0,00 €	10 000,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	10 000,00 €
1.3 Demo activity 03	0,00 €	0,00 €	1 000,00 €	50 000,00 €	0,00 €	0,00 €	0,00 €	51 000,00 €
1.4 Demo activity 04	0,00 €	0,00 €	0,00 €	500 000,00 €	0,00 €	0,00 €	0,00 €	500 000,00 €
1.5 Demo activity 05	0,00 €	25 000,00 €	10 000,00 €	18 000,00 €	0,00 €	0,00 €	0,00 €	53 000,00 €
SUBTOTAL DIRECT COST	0,00 €	45 000,00 €	21 000,00 €	578 000,00 €	0,00 €	0,00 €	0,00 €	644 000,00 €
2. INDIRECT COSTS*	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
TOTAL ELIGIBLE COST	0,00 €	45 000,00 €	21 000,00 €	578 000,00 €	0,00 €	0,00 €	0,00 €	644 000,00 €

Please give an indicative breakdown of the estimated eligible costs of the proposed Action (i.e. the action for which a financial contribution from the TEN-T Programme is requested in this proposal) by activity (as defined in section A3.1) and year (all amounts must be in euros).
Costs which are **not** identifiable as direct costs, but which have nevertheless been incurred in connection with the eligible direct costs of the action. Indirect costs shall satisfy the general criteria specified at article III.3.7.1 of the General Conditions and may be eligible for flat rate funding fixed at not more than 7% of the total eligible costs.
Applicants will be asked to explain the methodology used in determining the percentage of the flat rate (between 0 and 7%) before concluding the individual decision.

FORM A1 FORM A3.3*

2: Validation Messages

Ready VALID

4.3.4. Section A3.4 – Technical information of the proposed action

This section contains additional technical information useful for the monitoring of the action. This technical information is organised by transport mode. Please fill the information contained under the tab of the transport mode of the action.

For Motorways of the Sea the corresponding component parts relating to the other modes (road, ports, IWW, rail) should be also be filled out.

Tentec eSubmission Form


File

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Proposals Submission Forms

 EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK **A3.4**

Railways | Roads | Airports | Air Traffic Management | Ports | Inland Waterways | Motorways of the Sea

	Current Year	Current Value	Target Year	Target Value
Distance of maritime part of link (nm)				
Vessels (type: cont or ro/ro)				
Vessels (type: number)				
Vessels (capacity: TEU or lm)				
Traffic volume (t per year)				
Frequency of departure (e.g.: 1/day)				
Average vessel turn around time (hours in ports per call)				
Duration of the action (number of years)				
Total modal shift (ton/km)				
Total CO2 emissions				
Electronic management system (which)				

FORM A2_2 (Applicant 1) | FORM A2_3 (Applicant 1) | FORM A2_4 (Applicant 1) | FORM A3.1 | FORM A3.2 | FORM A3.3 | FORM A3.4