



Directorate-General  
for Energy  
and Transport



EUROPEAN  
COMMISSION

## ● TENtec electronic submission (eSub) tool

### TEN-T 2009 Info Day

DG-TREN-B1

External Transport Relations & TEN-T  
TENtec Team

Presented by Jesús M. Milán Franco

# ● Introduction

- The TENtec Information System
  - » The Concept – *Coordination & Building Bridges*
- Open Method of Coordination
  - » TENtec eSubmission 2008/2009
  - » TENtec iReport 2009
  - » TENtec Portal (start-up autumn 2009)

# ● Calls 2009

- Excerpt from the Guide for Applicants:
  - 5.3 Proposal submission
    - » 5.3.1 What should I send?  
A complete proposal consists of:
      - Application form Part A (must be generated in the TENtec eSub tool) submitted by email,
      - ...
    - » 5.3.2 Where should I send my application?  
The proposal must be submitted as follows:
      - a) Application form Part A must be submitted in electronic form by email (using the TENtec eSub tool)  
Application form Part A must be completed using the TENtec eSub tool and submitted by email to one of the following functional email addresses. The email should contain the file in the TENtec eSub version. It is not necessary to include a PDF version!  
The date and time of the electronic submission are generated automatically by the tool and are embedded in the submission. In order to prove authenticity, a unique 32 digit reference number (the "TENtec number") is automatically generated.

## ● Calls 2009 (continued)

- TENtec eSubmission Manual:
  - » available on TEN-T EA website
- TENtec eSubmission Help Desk:
  - » By e-mail:
    - ANNUAL: [ten-t-helpdesk-call-ap2009@ec.europa.eu](mailto:ten-t-helpdesk-call-ap2009@ec.europa.eu)
    - MAP: [ten-t-helpdesk-call-map2009@ec.europa.eu](mailto:ten-t-helpdesk-call-map2009@ec.europa.eu)
    - EERP: [ten-t-helpdesk-call-eerp2009@ec.europa.eu](mailto:ten-t-helpdesk-call-eerp2009@ec.europa.eu)

## ● TENtec eSub installation

- Download the zip file from the Call site.
- Unzip the file on a drive (e.g. C: drive or a USB key)
- Double click on the .exe file inside the folder X:\TENtecESub.



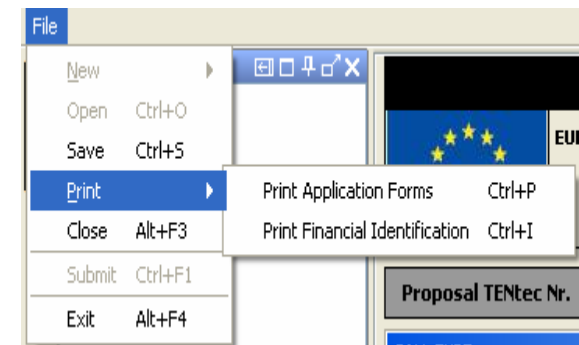
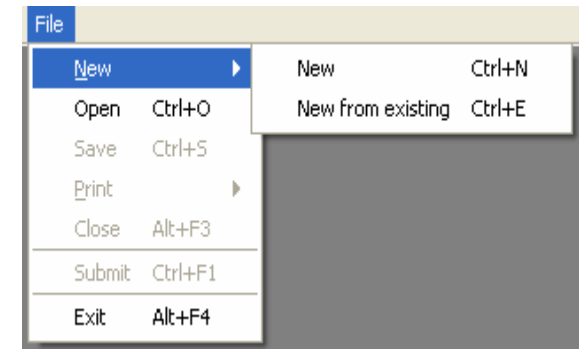
TENtec\_eSub.exe  
TENtec eSubmission - Applicati...  
European Commission

- Minimum system requirements
  - » Windows XP (Linux version also available)
  - » Java Runtime Environment (JRE) 1.6.0.
    - Included in the .zip file.

# TENtec eSub Menus

- Create new application:
  - » File → New → New (Ctrl+N)
  - » File → New → New from existing file (Ctrl+E)
- Open application: File → Open (Ctrl+O)
- Save application: File → Save (Ctrl+S)
- Print(1):
  - » Proposal: File → Print → Print App. Form (Ctrl+P)
  - » Financial Identification: [See later](#)
- Close application: File → Close (Alt+F3)
- Submit application: File → Submit (Ctrl+F1)
  - » Generates reference no. & includes timestamp
  - » Changes file extension from ".etmp" to ".esub".
  - » Creates an e-mail message  
(only if eSub can interact with your e-mail app)
  - » And Prints(1) the final version of the application  
(including the reference no. & timestamp)
- Exit tool: File → Exit (Alt+F4)

Notes: (1) Print command just generates PDF-file



# TENtec eSub Screen

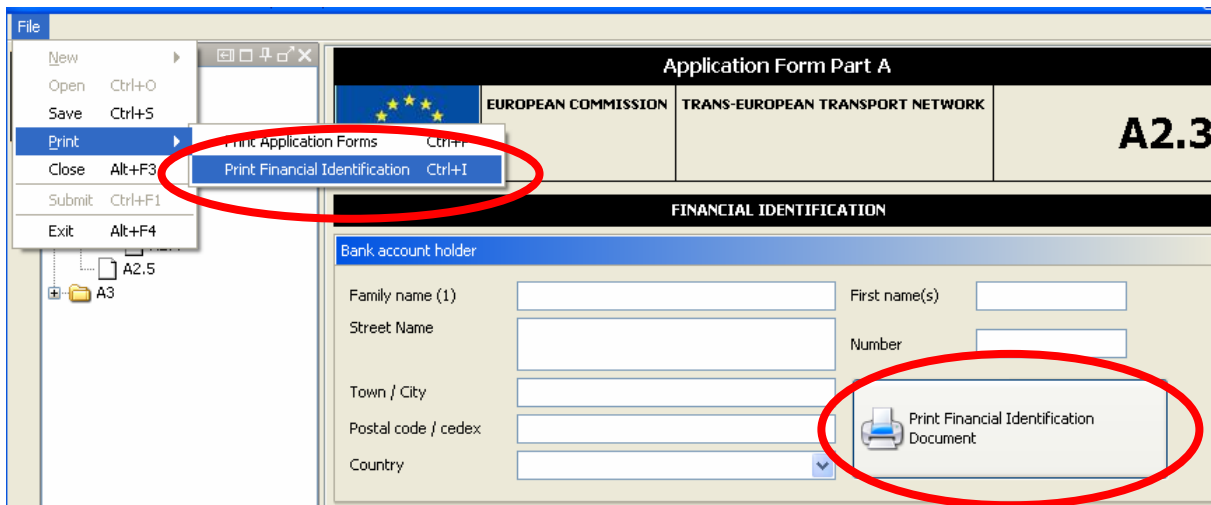
The screenshot shows the Tentec eSubmission Form interface. On the left is a **Menu area** with a tree view containing folders for Application, Applicants, and A3, with sub-items A2.1 through A2.4 and A3.1 through A3.4. The main **Working area** is titled "Proposals Submission Forms" and features the European Commission logo, the text "EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK", and a large "A1" label. Below this are fields for "Multi-Annual Program 2007-2013" and "Annual Program". A section titled "GENERAL INFORMATION ON THE PROPOSAL" contains fields for "Title of the proposed action" (highlighted in yellow), "Priority/Horizontal project" (Motorways of the sea), "Section (only for PP)" (Motorway of the sea of western Europe leading from Portugal and Spain via the Atl...), "Transport mode" (Motorways of the Sea), "Start date of the action" (mar. 01/01/2008), and "End date of the Action" (lun. 29/04/2013). A "Summary (up to 2000 characters)" field is also present. At the bottom of the working area, there are **Individual form tabs** labeled "Proposal field", "FORM A1\*", "FORM A2\_1 (Applicant 1)", and "FORM A3.1".

The **Validation Area** at the bottom of the window displays error messages: "The application must have a title" and "The application must have a summary", with the text **Error messages !!** in red. To the right, there are two buttons: a green "VALID" button and a red "THERE ARE 2 ERRORS" button. A red arrow points from the "THERE ARE 2 ERRORS" button in the validation area to a similar button in the system tray at the bottom right of the window.



# ● Financial identification (Form A2.3)

- New option for printing the Financial identification form.
  - » From menu: Print all in one go.
  - » From form: Print individual form.
- Print-out using DG BUDG **template**.
- No reference number needed.



**FINANCIAL IDENTIFICATION**

PRIVACY STATEMENT [http://ec.europa.eu/budget/execution/miers\\_fr.htm](http://ec.europa.eu/budget/execution/miers_fr.htm)


<b>ACCOUNT NAME</b>	
ACCOUNT NAME <sup>(1)</sup> <input type="text"/>	
ADDRESS <input type="text"/>	
TOWN/CITY <input type="text"/>	POSTCODE <input type="text"/>
COUNTRY <input type="text"/>	
CONTACT <input type="text"/>	
TELEPHONE <input type="text"/>	FAX <input type="text"/>
E - MAIL <input type="text"/>	
<b>BANK</b>	
BANK NAME <input type="text"/>	
BRANCH ADDRESS <input type="text"/>	
TOWN/CITY <input type="text"/>	POSTCODE <input type="text"/>
COUNTRY <input type="text"/>	
ACCOUNT NUMBER <input type="text"/>	
IBAN <sup>(2)</sup> <input type="text"/>	
REMARKS: <input style="height: 40px;" type="text"/>	
<small>BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (Both Obligatory)<sup>(3)</sup></small> <input style="width: 95%; height: 40px;" type="text"/>	<small>DATE + SIGNATURE ACCOUNT HOLDER: (Obligatory)</small> <input style="width: 95%; height: 40px;" type="text"/>

(1) The name or title under which the account has been opened and not the name of the authorized agent.  
 (2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated.  
 (3) It is preferable to attach a copy of a recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the bank account-holder is obligatory in all cases.




# ● Application Coordinator (Form A2.5)

- Only needed for multi-applicant proposals.
- Any applicant or implementation body can be coordinator of the action.

Proposals Submission Forms		
	EUROPEAN COMMISSION	TRANS-EUROPEAN TRANSPORT NETWORK
		<b>A2.5</b>
<b>Application Coordinator</b>		
Please choose one entity below to be the coordinator.		
<input type="checkbox"/> First Applicant		
<input type="checkbox"/> Implementation body 1 - No coordinator		
<input checked="" type="checkbox"/> Implementation body - Coordinator		
<input type="checkbox"/> Second Applicant		
<input type="checkbox"/> Implementation body 2 - No coordinator		
<input type="checkbox"/> Third Applicant		

# The Technical Data (Form A3.4)

Proposals Submission Forms				
	EUROPEAN COMMISSION	TRANS-EUROPEAN TRANSPORT NETWORK	<b>A3.4</b>	
Railways   Roads   Airports   Air Traffic Management   Ports   Inland Waterways   Motorways of the Sea				
	Current Year	Current Value	Target Year	Target Value
Axle load				
Clearance or structure gauge				
Control and command system				
Freight capacity ( t per year)				
Freight traffic flow (ton-km per year)				
Inclinaison (deg)				
Lenght of the section (km)				
Max speed (km/h)				
Number of tracks				
Passenger capacity (persons)				
Passenger traffic flow (pax per year)				
Rail voltage (V)				
Train lenght				
Voice system radio				



# ● Proposal submission (Part A)

The screenshot displays the Tentec eSubmission Form - version 2\_0 interface. The main window shows the 'Application Form Part A' for the 'EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK' with 'A1' as the proposal type. The 'Submit' button in the File menu is circled in red and labeled with a red '2'. A 'Warning' dialog box is open, asking 'Are you sure you want to submit your file? Note that you cannot edit your file after submitting.' The 'Oui' button is circled in red and labeled with a red '3'. A 'Submit Operation Progress' dialog box shows a progress bar and is labeled with a red '4'. A 'Success' dialog box asks 'This file was successfully submitted. Would you like to print the document?' with the 'Oui' button circled in red and labeled with a red '5'. The status bar at the bottom right shows a green dot and the word 'VALID', which is circled in red and labeled with a red '1'. An 'Electronic Application submission - Message' window is overlaid on the right, showing the email content: 'Please attach the Demo01\_2009.esub file that you have created to this email.' This window is labeled with a red '6'.



# ● Thank you for your attention!

- TENtec Team (European Commission, DG-TREN-B1):
  - » Sorin Andrei, Thomas Gascoigne, Mohammadi Laazzouzi, Sebastian Lim, Jesus Milan-Franco, Helmut Morsi
- Further information:
  - » Link for the Call:  
[http://tentea.ec.europa.eu/en/apply\\_for\\_funding/follow\\_the\\_funding\\_process/calls\\_for\\_proposals\\_2009.htm](http://tentea.ec.europa.eu/en/apply_for_funding/follow_the_funding_process/calls_for_proposals_2009.htm)
  - » DG Energy and Transport  
[http://ec.europa.eu/dgs/energy\\_transport/index\\_en.html](http://ec.europa.eu/dgs/energy_transport/index_en.html)
- TEN-T Calls 2009 Help Desks
  - » By e-mail:
    - ANNUAL: [ten-t-helpdesk-call-ap2009@ec.europa.eu](mailto:ten-t-helpdesk-call-ap2009@ec.europa.eu)
    - MAP: [ten-t-helpdesk-call-map2009@ec.europa.eu](mailto:ten-t-helpdesk-call-map2009@ec.europa.eu)
    - EERP: [ten-t-helpdesk-call-eerp2009@ec.europa.eu](mailto:ten-t-helpdesk-call-eerp2009@ec.europa.eu)
  - » FAQ list on the TEN-T EA website with answers to questions of interest, to ensure equal treatment between all potential applicants.