

Evaluation Process, Timeline, Forms and Submission



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We will present:

- Evaluation and selection process step-by step
- How proposals will be evaluated against the award criteria
- Application forms and guidelines
- Practical recommendations on the submission process
- How you can maximise your chance of getting EU support



Evaluation & selection of proposals submitted under TEN-T calls

- Proposals submitted under TEN-T calls for proposals are evaluated in collaboration between the TEN-T EA and DG MOVE
- **Strict guiding principles** are followed:
 - **Objectivity**: each proposal is assessed strictly on the basis of the information submitted
 - **Accuracy**: each proposal is assessed against the 4 official award criteria:
 - relevance
 - maturity
 - impact
 - quality
 - **Consistency**: the same standard of judgments are applied to all proposals



External evaluation organised by TEN-T EA (1)

TEN-T EA is responsible for:

- checking the eligibility of the proposals **(Sept/Oct 2010)**:
 - arrived on time, are complete, signed by the applicant, approved by the Member State...
 - in compliance with EU legislation (environment...), applicants have the financial and technical capacity to carry out the project...
- conducting the external evaluation **(Sept/Oct 2010)**:
 - all proposals are reviewed independently by at least three external experts
 - the external experts meet in a "consensus meeting" to reach agreement on conclusions and scores for each proposal
 - consensus meetings chaired by the Agency's project managers



External evaluation organised by TEN-T EA (2)

Role of the independent experts:

- conduct an in-depth technical and impartial evaluation of proposals submitted
- check that proposals address the objectives and priorities defined in the work programmes and calls for proposals
- award, for each criterion, a score on a six-point scale from 0 to 5



... selection by DG MOVE

DG MOVE is responsible for the **(Oct/Nov 2010)**:

- final selection of proposals (with the assistance of the TEN-T EA), based on the:
 - recommendations of the external evaluation
 - available budget, strategic objectives of the calls and the policy relevance of the proposals
- consultation of other EU services (DG Environment, DG REGIO...)
- consultation of:
 - Financial Assistance Committee (Member States) **(Dec 2010)**
 - European Parliament (one month right of scrutiny) **(Jan 2011)**
- adoption of Framework Decision followed by Individual Financing Decisions **(from Feb 2011)**



Communication on the results

- After the eligibility check:

Applicants whose proposals have **not** met the eligibility and selection criteria will be officially informed

- After the external evaluation and the internal selection:

Results will be submitted to and agreed with the Financial Assistance Committee (Member States)

- After the European Parliament scrutiny:

- Successful applicants will be invited to enter into discussions with the TEN-T EA to finalise their individual financing Decision

- The lists of successful proposals will be published on the TEN-T EA and DG MOVE websites



Evaluation of proposals against the award criteria (1)

4 blocks of award criteria:

1. **Relevance:** contribution of the Action to the TEN-T policy and the objectives of the calls, and EU dimension
2. **Maturity of the Action:** is the Action ready to go?
3. **Impact of the Action:** anticipated socio-economic effects and impact on the environment
4. **Quality of the Action:** completeness and clarity of the proposal, description of the planned activities, coherence between objectives, activities and planned resources, soundness of the project management process



Evaluation of proposals against the award criteria (2)

Scoring

0 - Insufficient. The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information

1 - Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses

2 - Fair. While the proposal broadly addresses the criterion, there are significant weaknesses

3 - Good. The proposal addresses the criterion well, although improvements would be necessary

4 - Very good. The proposal addresses the criterion very well, although certain improvements are still possible

5 - Excellent. The proposal successfully addresses all relevant aspects of the criterion in question, any shortcomings are minor



Evaluation of proposals against the award criteria (3)

Only the best proposals are recommended for EU funding...

Experts will not recommend for funding proposals scoring <3 points for one or more of the four blocks of award criteria!



Application forms and guidelines (1)

Purpose and usefulness

- ensure that all information needed by the external evaluators and the Commission for a fair and comprehensive evaluation is provided
- explain the evaluation process and provide clear guidance to applicants on how to complete the application forms and submit a proposal



Application forms and guidelines (2)

Application form-three parts

- **Part A** -administrative information about the proposals and applicants
 - Guidelines: eSubmission module User Manual
- **Part B1** -administrative information related to financial and operational capacity and information on compliance to relevant Union policy and law
 - Guidelines: Annex 2
- **Part B2** -technical and financial information about the proposal/response to the award criteria
 - Guidelines: Annex 3



Application forms and guidelines (3)

Application Form: Part B2

- To ensure transparency in the evaluation process, the structure of Application Form Part B2 reflects the four blocks of award criteria
- Detailed information on the meaning of each block of criteria is provided in the Guide for Applicants
 - Where necessary, specific interpretations of the criteria are provided in the call text
- For each proposal, external evaluators must answer a set of “prompting questions” specific to each criterion, assessing the extent to which the proposal satisfies this criterion. These “prompting questions” are listed in the Guide for Applicants (Annex 3)



Application forms and guidelines (4)

what is new

Application forms have been (slightly) updated from 2009. Main changes include:

- **App Form Part A:** obligation for private applicants to open an interest-bearing account for the pre-financing payment
- **App Form Part B1:** declarations of compliance of the proposed Action with the Environmental Impact Assessment (EIA) and the Strategic Environmental Assessment (SEA) must be signed by the competent environmental authorities
- **App Form Part B2:** indication of exchange rate between Euro and national currency (on the basis of InfoEuro rate)
- **App Form Part B2:** for proposals submitted under Priority 3 of the Annual Call, additional information must be provided in section 8



Application forms and guidelines (5)

what is new

The Guide for Applicants has been updated from 2009, and main changes are:

- Clearer definition of Public/non-Public bodies: for non-public bodies, financial guarantee, technical and operational capacity is requested
- A more precise definition of the award criteria “impact” related to studies
- Guidelines on how to fill in section 8 of App Form Part B2 (only for proposals submitted under Priority 3 of the Annual Call)
- Updated information on the eSubmission

Application forms and Guide for applicants can be downloaded from the TEN-T EA website

<http://tentea.ec.europa.eu/>



What forms a complete proposal?

- **Application Form Part A:** essential information (electronic submission)
- **Application Form Part B1:** administrative information and information on compliance with EU law (Word document)
- **Application Form Part B2:** technical and financial information (Word document)
- **Annexes** (environmental certificates, cost benefit analysis....)



How do I submit a proposal?

1. Complete Application Form Part A using TENtec eSubmission module
2. Submit the complete proposal (Application Form Part A, Part B1, Part B2 and annexes) electronically (using the eSubmission module)
3. Send - via mail, private courier, or hand delivery - the complete proposal (including a non-rewritable CD-ROM or DVD-R disk)

Deadline for submission: **31 August 2010**
(17:00 for hand delivery at EU Central Mail)



In what language should I submit my proposal?

- As the working language of external evaluators is English, it is highly recommended to submit a proposal in English
- If your proposal is not in English, it is recommended to submit an English translation of Application Forms Parts B1 and B2 via email to the Helpdesks by 15 September 2010. Indicate if you plan to request the reimbursement of translation costs
 - Please specify in Application Form Part A whether you intend to submit an English translation of Application form Parts B1 and B2
- Translation costs will be reimbursed up to €2,500 per proposal – whether selected or not (on the basis of invoices): Reimbursement requests must be submitted by the end of October 2010



Have you maximised your chances of getting EU support?

Check that:

- your proposal is complete and satisfies all formal requirements
- you have the approval of all Member States concerned by your proposal
- all the requested documents (declarations of compliance with EU law, environmental documents, legal entity form, financial identification form...) are provided



Have you maximised your chances of getting EU support?

- Make sure all questions in Application Forms Parts B1 and B2 are answered and as complete as possible
- Complete all answers – incomplete/no answer(s) will lead to lower scores, which could result in your proposal not being recommended for funding
- Have a close look at the questions associated with each block of criteria in the Guide for Applicants, as this is the basis on which your proposal will be evaluated



Still have more questions?

- Read carefully the Guide for Applicants
- Consult the FAQ lists on the TEN-T EA website, which is regularly updated
- Send your questions before **23 August 2010** to the Helpdesks:
Annual call: tenea-helpdesk-call-annual2010@ec.europa.eu
Multi-Annual call (MoS, RIS):
tenea-helpdesk-call-map2010@ec.europa.eu

Please note that:

- To ensure equal treatment between applicants, only general questions will be answered and published in the FAQ list
- The FAQ list will be “frozen” on **26 August 2010**



Thank you!



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