

SESAR Deployment Manager

Guidelines for CEF Transport Call 2015 responses preparation



7th December 2015

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Executive Summary

The CEF transport 2015 Calls for proposals have been launched on 5th of November by the European Commission to support the implementation of the Pilot Common Project included in the Implementing Regulation (EC) No 716/2013.

The present “**SDM Guidelines for the CEF Transport Call 2015**” is issued by the SESAR Deployment Manager (SDM) in support to the Implementing Partners in the phase of elaboration and finalisation of the 2015 CEF Transport Calls responses preparation.

In particular, the paper is providing indications by **SDM in its role of “coordinator of all Implementing Partners’ responses to the CEF Call for Proposals”**, according to the provisions of the **2015 CEF Transport Calls for Proposals - Funding Objective 3 - Single European Sky**.

Participation to CEF Transport calls through SDM coordination is indeed mandatory for any candidate project which is PCP related, in order to **comply with CEF eligibility criteria** and to ensure **full alignment with Deployment Programme (DP) 2015**.

SDM will support the elaboration of the **entire proposal(s) to be submitted for 2015 CEF Transport CALLS under General and Cohesion envelope**. For this purpose **Applicants/Implementing Partners shall provide the Deployment Manager with all the necessary information that it requires timely** to ensure coherence and **effective coordination** of the candidate Implementation Projects in accordance with the Deployment Programme.

In particular, the present document aims at providing the Implementing Partners with the **relevant batch of information to be provided, the related instructions and detailed roadmap** for responses proposal(s) finalization and submission.

Accordingly, the Guidelines are structured as follows:

1. Section 1 - SESAR Deployment Manager

- **SESAR Deployment Manager’s context and role** - describes the scenario in which the SDM has been selected and its main roles and responsibilities. The main focus has been put on the role of the Framework Partnership Agreement (FPA) and SDM within the 3-layer Deployment Governance, and their main tasks/responsibilities according to the Implementing Regulation (EU) No 409/2013 art. 9, and its link to DP;

2. Section 2 – 2015 CEF Transport CALLS Responses preparation

- **2015 CEF Transport Calls for Proposals - Funding Objective 3** - provides a brief outline of the 2015 CEF Calls and reports the activities to be performed for the proposal(s) submission;
- **2015 CEF Transport Calls for Proposals responses preparation – Roadmap:** the sections provide all detailed relevant activities to be performed by

SDM and Implementing Partners (IPPs) to finalise the proposal(s) within the deadline provided by INEA, including explanation of proposal(s) structure;

3. **Section 3 – Subsequent phases “SGA finalization” and “Execution Phase”**
 - providing description of the activities related to the phases which follow proposal(s) submission, and namely “Evaluation and Selection Process” and “SGA preparation and Execution” phases;
 - providing a sneak preview of the task to be performed in case an Action is selected for funding up to the real execution of the Action itself;
4. **List of Action:** list of the actions to be performed up to submission of the proposal(s) – 16th of February 2016;
5. **Annexes** - the section collects all relevant templates and supporting documents necessary for the proposal(s) elaboration and finalization.

1. Section 1 - SESAR Deployment Manager

1.1. SESAR Deployment Manager's context and role

On 5th December 2014, the SESAR Deployment Alliance, composed of a group of air navigation service providers, airports and airlines, has been appointed as the SESAR Deployment Manager (SDM) by the European Commission (EC)¹. The *SESAR Deployment Framework Partnership Agreement* (FPA) was signed, with the mandate to synchronise and coordinate the modernisation of Europe's air traffic management system, under the political oversight of the European Commission. Through the SDM selection and the FPA signature, the following **Deployment 3-layer governance** has been established.

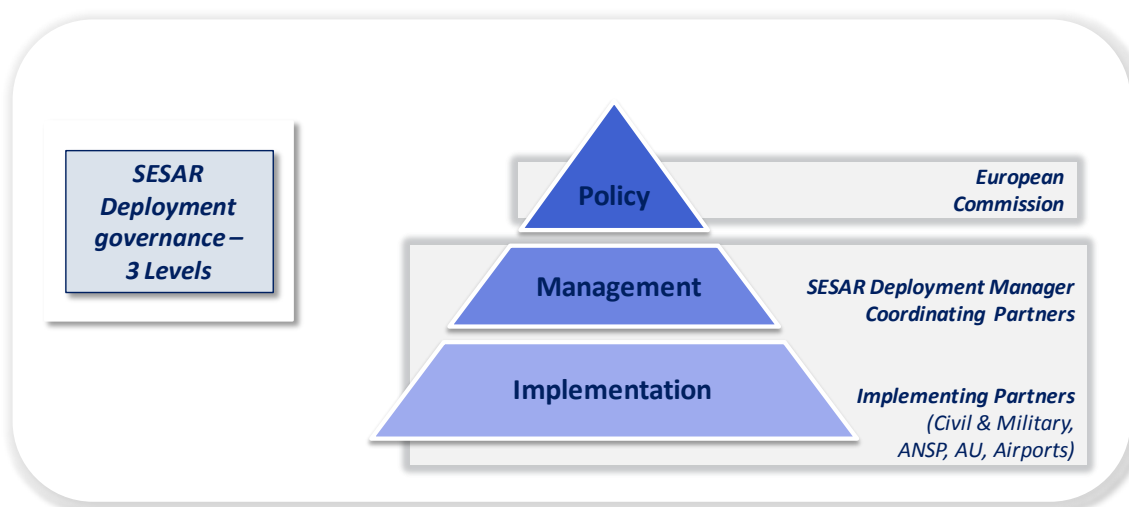


Figure 1- SESAR Deployment governance

- **Level 1 - Policy level**, under the responsibility of the European Commission;
- **Level 2 - Management level**, composed by the Coordinating Partners and under the responsibility of the SESAR Deployment Manager, who ensures the

¹SESAR Deployment Alliance is composed by 16 Members: NATS (En Route) plc ("NATS"), Société Air France, Société Anonyme ("Air France"), Österreichische Gesellschaft für Zivilluftfahrt mit beschränkter Haftung, limited liability company ("Austro Control"), Croatia Control Ltd. ("Croatia Control"), The State of France, Ministry of ecology, sustainable development and energy, DGAC (Direction générale de l'aviation civile), DSNA (Direction des Services de la Navigation Aérienne), a government entity organised and existing under the laws of France ("DSNA"), DFS DEUTSCHE FLUGSICHERUNG GmbH ("DFS"), ENAIRE, business public entity ("ENAIRE"), ENAV S.p.A. ("ENAV"), British Airways plc ("British Airways"), Irish Aviation Authority, limited liability company (IAA), Luftfartsverket, a state enterprise ("LFV"), Naviar, a state owned company ("NAVIAIR"), Polish Air Navigation Services Agency, a state legal entity ("PANS"), Sesar Related Deployment Airport Operators Grouping, EEIG ("SDAG"); Deutsche Lufthansa Aktiengesellschaft ("Lufthansa"); easyJet Airline Company Limited ("easyJet")

coordinated and synchronised implementation of Common Projects in accordance with the Deployment Programme;

- **Level 3 - Implementation level, composed of so-called Implementing Partners** that are responsible for implementing the ATM functionalities of the Common Projects in the European ATM Network through Implementation projects.

The Level 2 of the Governance has been established through the Call for proposals no. MOVE/E2-2014-717/SESAR FPA “ESTABLISHMENT OF THE SESAR DEPLOYMENT FRAMEWORK PARTNERSHIP”.

In line with the Explanatory memorandum on the Management and Implementation levels of the SESAR deployment governance attached to the call itself, the Operational Stakeholders may participate to the FPA in two different capacities, in particular:

a) Coordinating Partners:

- are members of the SESAR Deployment Manager;
- have to sign the FPA and the Specific Grant Agreements (SGA)²² – thus assume collectively the role of the coordinator of the Framework Partnership;
- are responsible for fulfilling the tasks listed in Article 9 of the Regulation (EU) No 409/2013 and those of the coordinator, defined in the FPA;
- can either be individual legal entities (such as individual ANSPs, airspace users, airports, ...) or they can be legal entities grouping several individual entities (such as associations or networks of the individual entities);
- claim reimbursements of costs according to the rules and funding rates established in the SGAs.

It is worth noting that the composition of the Deployment Manager can change in time, for example when a new Common project is adopted, when new partners join the FPA or when a partner of the Implementation Level expresses an interest to participate in the Deployment Manager (see paragraph 1.5 for further details on the process).

b) Implementing Partners (IPPs):

- have to sign the FPA and the SGA for implementation projects;
- can either be individual legal entities (such as individual ANSPs, airspace users, airports, ...) or they can be legal entities grouping these individual entities (such as associations or networks of the individual entities);

²² Specific Grant Agreement are the means through which Connecting Europe Facilities co-financing are granted to beneficiaries for the execution of selected projects.

- claim reimbursement of costs according to the rules and funding rates established in the SGAs.

SDA members, being the coordinating Partners of the SESAR Deployment FPA, are collectively the SDM. In line with the Regulation (EU) N°409/2013, and with Article II.1.3 of the SESAR Deployment FPA (No. MOVE/E2-2014-717/SESAR FPA), signed on 5th of December 2014, SDM's roles and responsibilities can be divided in **two main functions**:

1. **SESAR Deployment Manager Tasks under Article 9 of the Regulation (EU) No 409/2013.** The SESAR Deployment Manager shall be responsible for the management level of the SESAR deployment governance.
2. **SESAR Deployment Manager Tasks as Coordinator of the FPA under Article II.1.3 of the SESAR Deployment FPA.** The SESAR Deployment Manager, acting as FPA Coordinator, is required to coordinate the activities of the Implementing Partners.

Both functions are illustrated in figure 2, and detailed description can be found in the following paragraphs.



Figure 2 – SDM Roles and responsibilities

1.2. SESAR Deployment Manager under the art. 9

In accordance to the requirements set within the Call for proposals no. MOVE/E2-2014-717/SESAR FPA”, in line with “Annex I Part B1 Technical part – Action plan 2014-2020 - SESAR Deployment Alliance” and with Regulation (EU) No 409/2013 art. 9, the SDM has the following obligations and tasks:

- a) developing, proposing, maintaining and implementing the deployment programme;*
- b) associating the operational stakeholders that are required to implement common projects;*
- c) establishing mechanisms and decision-making processes that ensure efficient synchronisation and overall coordination of the implementation projects and the related investment in line with the deployment programme;*
- d) ensuring effective management of risks and conflict of interest;*
- e) advising the Commission on issues related to the implementation of common projects and to the setting up new common projects;*
- f) implementing Commission decisions and ensuring and monitoring their implementation by the implementation level;*
- g) identifying the most appropriate financing mechanisms combining public and private funding;*
- h) monitoring implementation of the deployment programme;*
- i) reporting to the Commission;*
- j) ensuring appropriate coordination with National Supervisory Authorities.*

To perform the tasks described above, the SDM liaise with the Implementing Partners at different levels, in order to cover in particular the coordination, synchronization, monitoring, and reporting processes.

One of the main tasks of the SDM, as mentioned above, is to develop, maintain and implement the Deployment Programme.

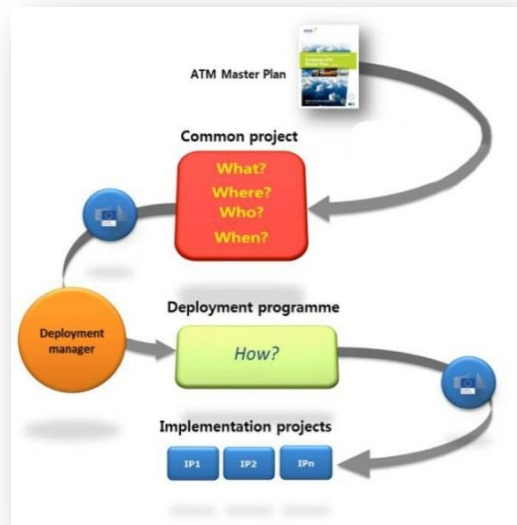


Figure 3 - From the European ATM Master Plan to the Implementation Projects through the DP

Following the Consultation phase with the Operational Stakeholders, the **Deployment Programme** (DP 2015) has been submitted by SDM to EC on 30th of September 2015.

The DP 2015 main objectives are:

- to provide a **robust project view** to deliver PCP in time and through families of synchronized and coordinated implementation projects;
- **to specify content for the future CEF calls**, through which the budget for SESAR deployment will be allocated;
- **to provide initial methodology to ensure the PCP implementation's contribution to performance**, through performance threads;
- to provide a **planning view** where activities are ordered in time and with details on how synchronization and monitoring will be performed;
- **to identify potential risks of not achieving PCP full deployment and propose**, and, where possible, provide mitigation actions;
- to identify, together with SESAR JU and EASA, the **standardization and regulation** coverage of the overall Programme, in order to de-risk its implementation;
- **to mitigate gaps and risks identified in this PDP V1.**



1.3. SESAR Deployment Manager as FPA Coordinator

Under **Article II.1.3 of the SESAR Deployment FPA** (General Obligations and Role of the Coordinator) the SESAR Deployment Manager, acting as **FPA Coordinator**, is required to coordinate the activities of the Implementing Partners (FPA Coordinator's Tasks). In particular, it needs to:

- a) *monitor that the Action plan and actions are implemented in accordance with the Framework agreement and the Specific agreements;*
- b) *be the intermediary for all communications between the partners and the Commission, except where provided otherwise in the Framework agreement or a Specific agreement, and, in particular, the coordinator shall:*
 - (i) *immediately provide the Commission with the information related to any change in the name, address, legal representative as well as in the legal, financial, technical, organizational or ownership situation of any of the partners or of its affiliated entities, or to any event likely to affect or delay the implementation of an action, for which a specific grant was awarded, of which the coordinator is aware;*
 - (ii) *bear responsibility for supplying all documents and information to the Commission which may be required under the Framework agreement or a Specific agreement, except where provided otherwise in the Framework agreement or Specific agreement; where information is required from the other partners, the coordinator shall bear responsibility for obtaining and verifying this information before passing it on to the Commission;*
- c) *make the appropriate arrangements for providing any financial guarantees required under the Framework agreement or a Specific agreement;*
- d) *establish the requests for payment in accordance with the Framework agreement and the Specific agreements;*
- e) *ensure that all the appropriate payments are made to the other partners without unjustified delay;*
- f) *bear responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation in accordance with Article 11.27.*

In order to best address the above listed tasks in full compliance with obligations set forth within Regulation (EU) No 409/2013, the Framework Partnership Agreement and the "Explanatory memorandum on the Management and Implementation levels of the SESAR deployment governance", the **SDM, in its role of FPA Coordinator, grouped these tasks in 3 main lines of action, which mirror the 3 phases from the proposal preparation to the execution phase:**

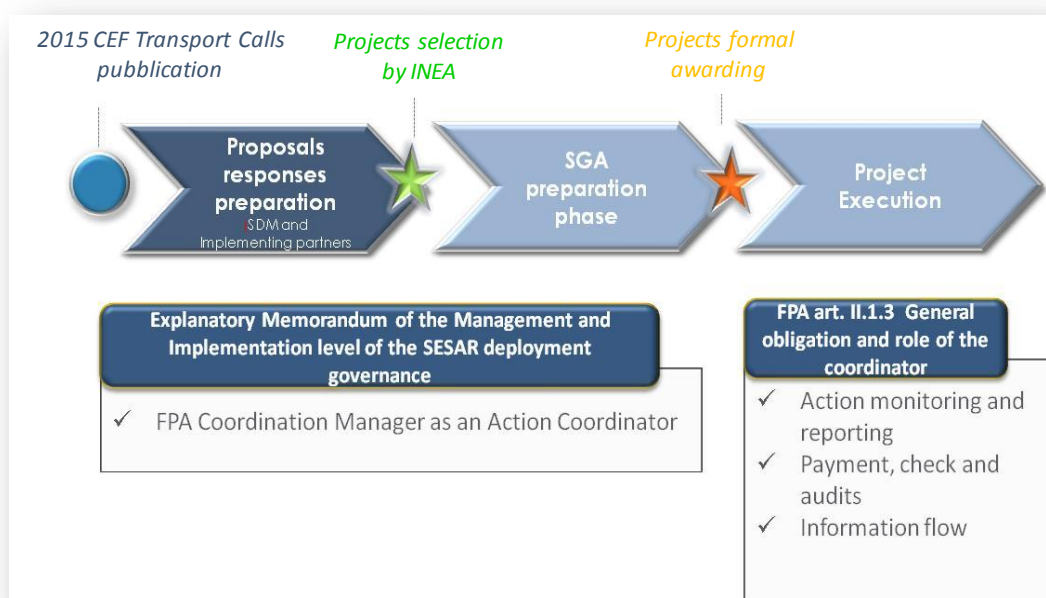


Figure 4 - FPA Main Lines of Action

SDM performs the tasks following specific working arrangements, which, in particular for the Projects execution phase, are described in the **“FPA Coordination Work-package/Activity”**. This package is **systematically inserted** into the **work breakdown structure of every Implementation Action proposal to be submitted in response to CEF future calls, and to any Specific Grant Agreement (SGA) for Implementation Action selected for co-funding by INEA**, with regard to relevant PCP implementation projects. The Commission has stated that the tasks set out in Article 9 of the Regulation that are performed by the SESAR Deployment Manager shall be financed 100% by the Commission, such funding being realised through the relevant SGAs for the specific CEF programme Actions.

Those tasks of the SESAR Deployment Manager that are not 100% funded by the Commission – the **FPA Coordinator’s Tasks performed within each Implementation Project through the FPA Coordination Work-Package** – shall be partly funded (up to 50%) by the **award of specific grants for each Implementation Project and the remaining portion (at least 50%) by the Implementing Partners contributing** to the financial costs of the SESAR Deployment Manager through an **FPA Coordination Fee** (further details are available into the Annex 19).

In other words, the FPA coordination activity is co-funded through the *FPA coordination fee*, a contribution mechanism to be deducted from the co-funding to the other IP partners proportionally to their respective contribution to the project. The **FPA**

coordination cost results in an amount to be applied to each implementation project budget, under the assumption that the entire budget will be actually invested.

1.4. Legal setup of the SESAR framework partnership

Since the Management (SDM – coordinating partners) and Implementation levels (implementing Partners IPPs) of the SESAR deployment governance have to be composed either of legal entities representing individuals or groupings of operational stakeholders, including in some cases those from non-EU Member States, each entity must commit to fulfill the obligations defined in Articles 9 and 10 of the **Implementing Regulation (EU) No 409/2013**, depending on the role to be played within these levels.

To do so a structured legal framework has been defined, and it is composed of 3 main Agreements:

1. The **Framework Partnership Agreement (FPA)** is the long-term cooperation mechanism to establish the management and implementation levels of the SESAR deployment governance (relations between 3 layer governance).
The FPA was signed on 5th of December 2014 by the SDM Managing Director (on behalf of 16 Implementing Partners) and by the European Commission. The FPA will be updated every year on the basis of the involvement of the new Implementing Partners and the relevant Deployment Programme version.

Its content is not negotiable since it has been developed by EC and is structured as follows:

- a. Action Plan
- b. General Conditions
- c. Models (Technical, Economical and Financial, and Mandates for the FPA and SGA signature)

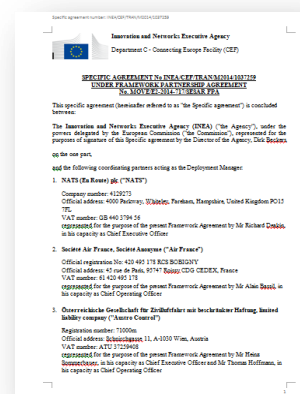
2. The **Internal Cooperation Agreement (ICA)** governs the relationship amongst the Coordinating and Implementing Partners regarding their operation and coordination, including all internal aspects related to the management of the partners and the implementation of the Action(s), and has to be signed following the FPA signature.

The Agreement, which entered into a force on 31st of May 2015, is structured as follows:

- **A. SESAR Deployment Manager structure & operation:**
 1. SESAR Deployment Manager tasks and obligations
 2. SESAR Deployment Manager governance
- **B. Working arrangements with Implementing Partners**



1. Realisation of the Deployment Programme
 2. Implementation Project funding through Specific Grant Agreements (SGA)
 3. Mandate to the SESAR Deployment Manager
 4. No financial responsibility of the SESAR Deployment Manager
 5. Action Coordinator; financial payments
 6. ...
- **C. General Provisions**
 1. Term and Termination:
 - a. General
 - b. Cancellation of funding for the SDM
 - c. Continuity of work
3. The **Specific Grant Agreement (SGA)** governs the award of concrete European Union grants to the partners and is signed by the SDM Managing Director (on behalf of the partners) and the European Commission. Through the SGA signature the partners accept the grant and agree to implement the Action in accordance with the terms and conditions of the SGA. The besides the legal content the SGA is composed of the following parts:
- **Annex I Description of the Action** (including IP templates dully filled in) - this section provides a detailed description of the activities to be carried out during the lifespan of the Action
 - **Annex II Budget** provides an overview of the budget of the Action per partner and per activity
 - **Annex III Consortium Agreement (Terms and Conditions for Implementation Projects)** to be applied to the Consortium



Annexes (I and II) are elaborated on the basis of the Implementing Partners inputs.

The **new Implementing Partners** will enter the FPA, the ICA and the SGA as follows:

- New partners shall become parties of the SESAR Deployment Governance upon the signature of the FPA. Partners will be granted with co-funding through the SGA. In particular, the SDM Managing Director will sign in the partner's name and on the partner's behalf through a mandate for the signature of both FPA and SGA.
- New partners shall become parties to the ICA by filling in and signing an accession form to the ICA. In the accession form, the new partner consents to become party to the ICA as an Implementing Partner, and undertakes the rights and obligations there under.

The following pictures illustrate the 3 main agreements and also provide also information on the signature level requested.

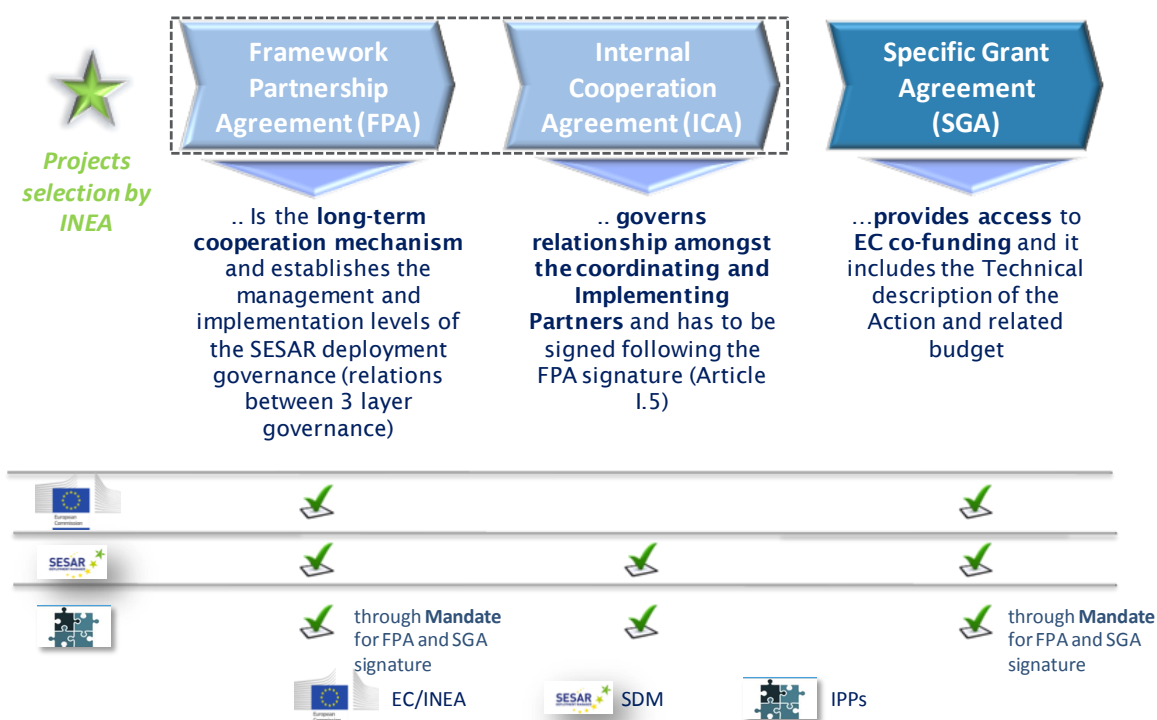


Figure 5—Signature of main Agreements composing the legal setup of the SESAR Deployment framework

It is important to highlight that the FPA, and the ICA (which is required by Article I.5 of the FPA and it is an integral part of the FPA) represent the fundamental contractual framework for the SESAR deployment which already exists and which the selected CEF call applicants are required to join as partners before being able to sign the SGA covering their projects. The model FPA and SGA are published with the CEF call for proposals. The terms and conditions of the FPA, ICA and SGA are not subject to negotiation with the implementing partners as it is of utmost importance to ensure the equal treatment of CEF beneficiaries, and avoid customised provisions negotiated by beneficiaries.

1.5. Accession to SESAR Deployment Manager of the SESAR deployment governance

As reported within the **Article 7 “Accession to SESAR Deployment Manager of the SESAR deployment governance”** of the **Internal Cooperation Agreement (ICA)** for the SESAR

Deployment Framework Partnership Agreement (Annex 19), a party may apply for accession to the SESAR Deployment Manager (level 2 of the SESAR deployment governance). Any such party wishing to accede must comply with the definition of “operational stakeholder” as set out in Articles 2(10) and 9 of the Regulation, and successfully pass the accession procedure described hereafter.

The **SESAR Deployment Manager**, in an effort to maintain a secure and stable membership, foresees that there will be two occasions at which accession could be available; these are:

- After publication of Commission’s decision selecting Implementation Projects as a result from the INEA call 2014;
- Upon the update of the Deployment Programme following the adoption of a revision of Pilot Common Project or New Common Project by the Commission

Candidates shall apply in writing to the Chair of the Supervisory Board³ to the published address of the SESAR Deployment Manager to join one of the three groupings of operational stakeholders: Airport Operators, Airspace Users or Air Navigation Service Providers.

The Coordinating Partners will accept applications to accede to their respective groupings from any legal person who can demonstrate the fulfillment of the following requirements:

- they intend to commit to the Agreement for the full duration of the SESAR Deployment FPA;
- they are Implementing Partners with a significant level of investment in the active or soon to be launched Implementation Projects that contribute to the implementation of the Pilot Common Project and/or any other future Common Project;
- they have in their own possession skills, knowledge and/or experience which add value to SESAR Deployment Manager and the management of the deployment of SESAR and that these skills, knowledge and/or experience are important and required by the SESAR Deployment Manager for the delivery of its tasks and that these skills, knowledge and/or experience complement and improve those already possessed by the SESAR Deployment Manager;
- they are able and willing to provide these required skills, knowledge and/or experience with appropriate resources as a significant contribution to the tasks of the SESAR Deployment Manager and the management of the deployment of ATM functionalities;

³ The Supervisory Board is the formal decision-making body of the SESAR Deployment Manager

- they have experience in international multi-stakeholder implementation and coordination programmes; and
- their accession to the SESAR Deployment Manager will continue to keep the size of SESAR Deployment Manager at a level that maintains and promotes effective and efficient operations.

The Chair of the Supervisory Board shall inform the Commission on the result of the board evaluation of that application.

Upon decision by the Supervisory Board to approve the accession, and as agreed by the Commission, an amendment to the FPA shall be signed to formalise accession of the new Coordinating Partner.

For further details about the Accession to SESAR Deployment Manager of the SESAR deployment governance refer to Annex 19.

2. Section 2 – 2015 CEF Transport CALLS Responses preparation

2.1. 2015 CEF Transport Calls – Funding Objective 3

The 2015 CEF Transport Calls for Proposals, published on **5 November 2015**, make **€7.5 billion** of funding available for projects of common interest in the transport sector.

The **results expected under these calls** are defined in **Section 5 of the multi-annual work programme** (Annex 7 – Multi Annual Work Program and Annex 8 - Annex I to the Work Program). The **implementation of the 2014-2020** multi-annual work programme aims at contributing to the realisation of the transport core network by 2030, thereby further enhancing the effectiveness and visibility of the trans-European transport network, while promoting growth and job creation, in line with Europe 2020 Strategy. It is expected that the granting of support on the basis of this programme will contribute to the timely and efficient development of a number of Core Network Corridors in their entirety or in significant parts, will support the realisation of a robust and resource efficient European transport system and will contribute to addressing climate change.

The **actions which will be completed with financial assistance allocated** under these calls will directly **contribute to the achievement of important transport policy objectives**.

The **2015 CEF Transport Multi-annual Call's Funding Objective 3 (Annex 9 – General Call)**, aims at optimising the integration and interconnection of transport modes and enhancing the interoperability of transport services, while ensuring the accessibility of transport infrastructures. In particular, objective 3.3.1 targeted the support of SES timely implementation, with specific reference to the deployment of SESAR.

For funding objective 3 - **Single European Sky – SESAR** European Commission has established the following amounts:

- **Cohesion Fund (CF): €300,000,000**
- **Connecting Europe Facility (CEF): €515,000,000**

Cohesion Fund

The Cohesion Fund is aimed at Member States whose Gross National Income (GNI) per inhabitant is less than 90 % of the EU average. It aims to reduce economic and social disparities and to promote sustainable development. For the 2014-2020 period, the Cohesion Fund concerns Bulgaria, Croatia, Cyprus, the Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia and Slovenia.

General Call

The aim of the General Call is to accelerate investment in the field of trans-European networks and to leverage funding from both the public and the private sectors, while increasing legal certainty and respecting the principle of technological neutrality. The CEF

should enable synergies between the transport, telecommunications and energy sectors to be harnessed to the full, thus enhancing the effectiveness of Union action and enabling implementing costs to be optimized (open to EU Member States).

As requested from Annex I (“CALL FOR PROPOSALS CONCERNING PROJECTS OF COMMON INTEREST”), at least 2 proposals will be elaborated, one for Cohesion Fund and one for the General Call:

1. **Connecting Europe Facilities general call:** the proposal(s) will address the Funding Objective 3 – Single Sky Europe - SESAR, including all projects in line with the eligibility criteria (Article 9 and 11) of CEF Regulation;
2. **Cohesion Fund call:** the proposal(s) will address the Funding Objective 3 – Single Sky Europe - SESAR, including all projects in line with the eligibility criteria (Article 9 of CEF Regulation).

The process to be followed to finalise the proposal(s) will be performed, by SDM and Implementing Partners, in parallel with same tasks and activities within the same timeline (further details are available under 2.4.2).

SESAR represents the technological pillar of the Single European Sky. It aims at modernising ATM in Europe and to provide the Union with a high performing ATM infrastructure that will enable the safe, efficient and environmentally friendly operation and development of air transport.

The proposed Actions under this objective shall include works and studies under one of the following 2 categories:

- **Common Projects:** This category includes **civil and military Implementation** projects deploying ATM functionalities identified in Common Projects⁴, in accordance with the Deployment Programme
- **Other Projects:** This category comprises other projects not included in Common Projects and not falling under the competence of the Deployment Manager that contribute to the implementation of the SES by promoting the optimal provision of air navigation services and seamless functioning of the European ATM system

⁴ The first Common project is defined in Commission Implementing Regulation (EU) No 716/2014 of 27 June 2014 on the establishment of the Pilot Common Project supporting the implementation of the European Air Traffic Management Master Plan Text with EEA relevance, OJ L 190, 28.6.2014, p. 19–44

If a multi-applicant proposal concerns an action for which some parts **are entitled to funding under the Cohesion Fund envelope and other parts under the general CEF Transport envelope** (named “Twinned proposals”), the application/proposal must be split and each part must be submitted separately under either the Cohesion call or the General CEF call (as appropriate). The application numbers/title of the proposed Actions must be cross-referenced in order to allow clear identification of the two parts in the appropriate part of the application form. Complementary applications will be evaluated jointly to appreciate their common EU added value.

SDM will provide specific instructions to the impacted project proposals to implement properly the *twinned proposals* scheme through the process described in par.2.4.2. Proposal Preparation roadmap.

Granting of financial assistance to these actions should help to **reach important milestones** marking the way towards the completion of the trans-European transport network, as approved by the European Parliament and the Council. EU funding should help to mobilise as much public and private financing as needed to meet the challenging timetables.

In order to guarantee the **full alignment of the Implementation Projects proposals to DP2015**, and the proper coordination and management of the activities to support the Implementing Stakeholders in the participation to the INEA call, the **SDM set up a coordination and support service, all details are provided in Section2**.

Participation to CEF Transport Calls through SDM coordination is mandatory for any candidate project which is PCP related, in order to comply with CEF eligibility criteria and to ensure full alignment with DP 2015.

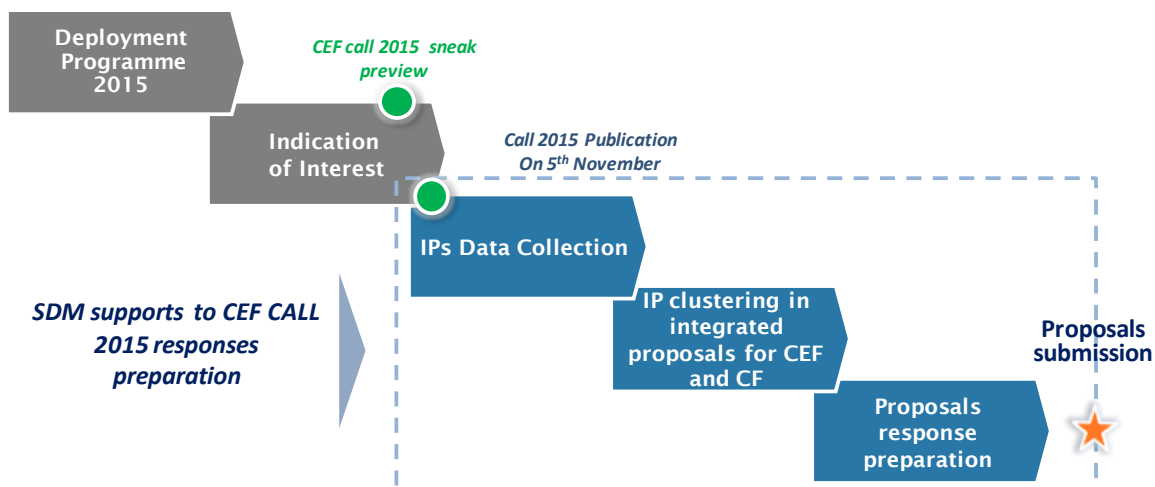
DP 2015 is the sole reference for PCP implementation and therefore represents the specification for PCP Part of CEF Call 2015.

2.2. SDM support to CEF transport calls 2015 responses preparation

The present chapter describes the process set up by the SDM to support the candidate Implementing Partners in participating to the 2015 CEF calls for proposals. In particular this chapter details relevant activities to be performed by SDM and Implementing Partners (IPPs) to finalise the proposal(s) within the 16th of February 2016, deadline provided by INEA.

The European Commission has approved the Deployment Programme (DP) 2015 released by SDM. DP 2015 is the reference and driver of the technical content for the CEF Transport Call for proposal 2015.

Following is reported the **Logical Flow** from proposals to co-funded projects.



2.2.1. Call for Indication of Interest (IoI) – CEF Transport Calls 2015

In order to stimulate preparation for the upcoming 2015 CEF Transport Calls, and to promote awareness among the ATM community, SDM engaged operational stakeholders in a preliminary exercise – a Call for Indication of Interest (IoI) – aimed at defining an early view of the potential future Implementation Projects, capitalizing on the availability of the specification for these calls, i.e. the Deployment Programme 2015 (DP 2015), in anticipation to their actual launch by INEA.

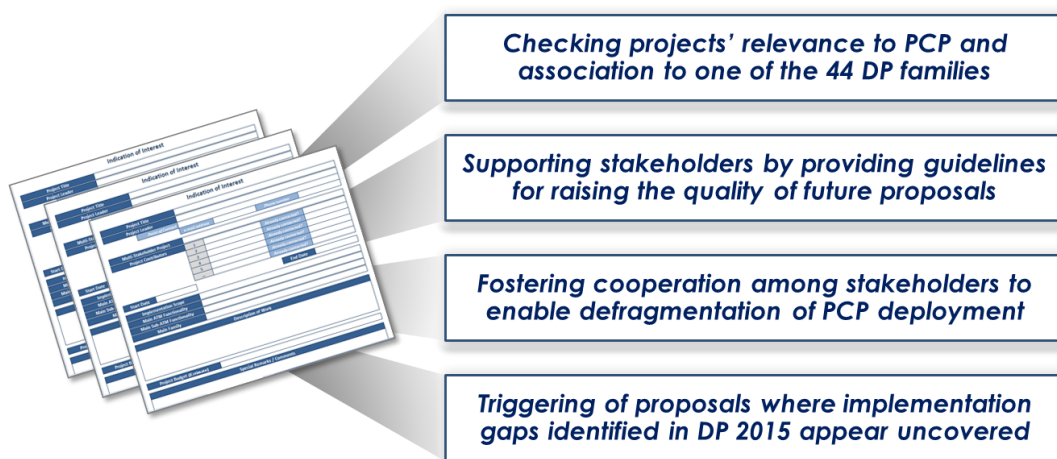
Informally and without **any obligation or impact to later application to the formal call**, last July SDM has invited the stakeholders to indicate, by the beginning of October 2015, their interest in submitting specific PCP related Implementation Projects. With this preliminary exercise, SDM's objective aimed at supporting stakeholders by providing general guidelines to all stakeholders:

- Checking projects' **relevance to Pilot Common Project** and its association to one of the **44 families**;
- **Raising quality of the future proposals** to a common high level standards, in particular through the harmonisation of descriptions for projects in the DP 2015;
- **Fostering cooperation among stakeholders** to enable defragmentation of PCP deployment activities;
- **Triggering proposals where relevant implementation gaps**, identified in DP 2015, still appear uncovered

Despite it was on a completely non-binding basis, the participation to the initiative went beyond SDM's expectations and resulted in a massive involvement by operational stakeholders (almost 400 Indications of Interest received). SDM considers this successful result as a clear signal that SESAR Deployment has actually started, and that Europe's ATM industry stands ready to invest into ATM modernization.

SDM assessment of the submitted Indications of Interest also brought into being both **general guidelines to Stakeholders**, as announced during 29/10 Sneak Preview Meeting, and **individual feedbacks, which were distributed to each Stakeholder by November 6th**.

Whilst the general guidelines focused on identifying **high-level priorities for the present Calls** (e.g. readiness of the family to which associate the projects, attention to sequencing and planning of the implementation activities, coverage of Network-relevant gaps), **individual feedback to stakeholders have been tailored on each of the submitted Indication of Interest**, providing support and suggestions to Stakeholders in order to better to better align their content to the DP 2015 and ease the proposal elaboration.



The Indications of Interest have been the “trigger” for the **SDM support to CEF CALLS 2015 responses preparation phase**.

The publication of the call on the 5th of November and the delivery of the individual feedback on the 6th of November closed the Call for Expression of Interest exercise and launched the responses preparation phase. However, before entering in the description of the proposal preparation tasks, it is important to present the structure of the proposal according to INEA Guide for Applicants (Annex 27), this will help you in understanding the link between the requested information by the SDM and the final package which will have to be submitted by the SDM to INEA.

2.3. Proposal Structure

This paragraph introduces the overall structure of the Application to be submitted to INEA in response to the 2015 CEF Transport calls for proposals. Indeed, before presenting the details of expected process to be followed by SDM and Implementing Partners for the **proposal preparation** (paragraph 2.4), it is important that the **overall structure of the Application** is addressed, so to increase the awareness on the **global process** and the **interdependencies** among information to be provided and general framework, as well as the **overall timeline**.

Please note that within the description of the Proposal structure, in bright red are highlighted the requested document/forms to be provided by the Implementing Partners to SDM.

These documents/forms (Part A; Part B; Part C), will be provided by each Applicant/Implementing Partner (at Company Level) according to:

- Legal Status of the Applicant/Implementing Partner (see details below on 2.3.1)
- Timing indicated by SDM (see details below on 2.4.2)

Proposals to be submitted under the **CEF-Transport annual and multi-annual calls for proposals** must describe planned activities, information on who will carry them out, their deliverables and related milestones, the costs, and the reason why they should be supported financially by the EU.

Any activity which has been identified as financially and technically independent, has a set timeframe, and is necessary for the implementation of a **global project of common interest**, may be **granted financial assistance** following a call for proposals and evaluation process.

Applicants wishing to apply for **funding under CEF-Transport calls must complete and submit the application forms provided on the INEA website**, together with the supporting documents requested in the application forms (i.e. the annexes).

SDM acts as “coordinator” of all Implementing Partners’ responses to the CEF Call for Proposals. SDM will finalise all the documentation (Part A; Part B; Part C and Part D) required by INEA, for the proposal(s) submission on the 16th of February, on the basis of the documentation provided by each Applicant/Implementing Partner.

The proposal is composed of 4 Application Forms (including their respective annexes) as follows:

- **Part A** identifies the main characteristics of the proposal (e.g. brief description of the proposed Action and its activities, contact details and characteristics of the applicants/Implementing Partner, as well as information related to the funding requested, the transport mode, financial information on the global project and the proposed Action etc.).
- **Part B** provides administrative information about the applicants/Implementing Partners, their designated affiliated entities and their financial capacity.
- **Part C** provides information on the compliance of the proposed Action with EU law in the fields of environmental protection, interoperability, state aid, road charging, public procurement, and other sources of EU funding.
- **Part D** provides technical and financial information on the Action submitted for funding.

In order to submit the final application, all parts (Part A Parts B, C and D, including their annexes) and relevant supporting documents must be uploaded by SDM on **TENtec website using the eSubmission module**.



2.3.1. Part A

Application Form Part A includes the administrative information related to the each of the Applicants and proposal budget. **It must be created and submitted using the TENtec eSubmission module.** The data uploading will be performed by SDM according to the information provided by each Applicant.

In order to allow the timely submission of the proposal on the TENtec esubmission module, each Implementing Partner has to provide SDM with the information included into Part A, according to the “Category”⁵ reported into the section 2.4.2 and relative roadmap for provisioning (deadline).

Part A of the application is composed as follows:

- **A1 - General information on the proposal in terms of (to be filled by SDM):**
 - funding priority and sub-priority
 - proposal type, by specifying whether the proposal addresses works, studies or combines them
 - transport mode
 - indication if the proposed Action entails studies investigating possibilities of Public Private Partnerships or other activities relating to or preparing projects to use financial instruments
 - start and end date
 - etc...
- **A2 – Coordinating Applicant (to be filled by SDM):** in case the proposal is presented by many applicants, this section asks that a coordinating applicant be found to represent all partners and act as the point of contact with the Commission
- **A2.1 – Applicant: (to be filled by each Implementing Partner and submitted to SDM):** this section aims at providing details about official legal name, general administrative data and legal status among the following options (including all relevant supporting document requested within the form):

1. Member State

The screenshot shows the 'Application Form Part A' for the 'Annual Call 2014'. It includes sections for 'Funding Objective 1' and 'Funding Objective 2', with various checkboxes and text boxes for selection and input.

⁵ EU Member State; Neighbouring/third country; Public sector undertaking or body established in the EU; Private sector undertaking or body established in the EU; Public sector undertaking or body established outside the EU; Private sector undertaking or body established outside the EU; International organisation; European Economic Interest Grouping (EEIG) and Joint undertaking

2. Neighbouring country / Third country
3. Public sector undertaking or body established in the EU
4. Private undertaking or body established in the EU
5. Public sector undertaking or body established outside the EU
6. Private sector undertaking or body established outside the EU
7. International organisation
8. European Economic Interest Grouping (EEIG)
9. Joint undertaking

A2.2 - Contact points (to be filled by each Implementing Partner and submitted to SDM):

this section must provide the contact details of the person in charge of the proposal and the **representative authorised to sign the application**. The person indicated as the contact point will be contacted by the Commission/ INEA in the first instance should this become necessary during or after the evaluation process. If this part of the application form is not signed by the applicant the proposal will be considered not compliant with the formal requirements specified in the call text and will not be evaluated.

A2.3 - Designation of an Implementing body, agreement of the EU Member State approving the proposal and participation of third countries/ neighbouring countries or entities established therein (to be filled by each Implementing Partner except for Members State and submitted to SDM):

- *Designation of an Implementing Body:* this section will automatically appear in the form (on line), if one of the categories has been selected in Section A2.1. (see list above).
- *Agreement of the EU Member State approving the proposal:* This section applies to all applicants, except for EU Member States, that need the Endorsment of the Member States concerned by the action.

Proposals submitted by or including neighbouring countries or entities established in a neighbouring country as applicants must provide proof of support of the Member State and, for public or private entities established in a neighbouring country, a proof of support of a neighboring country concerned by the proposed Action (Section A2.3, in accordance with Article 9(4) of the CEF Regulation).

A2.3 has to be provided by each Applicant/Implementing Partner duly signed by its Member State responsible for the Endorsment of the projects submitted under the calls.

A2.4 –Affiliated entities (to be filled by each Implementing Partner and submitted to SDM if applicable):

- Applicants must complete the form about their affiliated entities in case they wish to designate one or more of them to be involved in the implementation of the proposed Action. All affiliated entities to be involved have to comply with the eligibility and selection criteria.
- **A3.1 – Information about the Action for which a grant is requested (filled by SDM on the basis of the information provided by Implementing Partners though the IP template):**
 - *Location of the Action* has to be identified among the Member States and regions or third countries.
 - *Activities of the proposed Action* needs to contain all requested information about the proposed Action (name, description, start and end date and verifying milestone).
 - *Milestones of the proposed Action* asks to insert information about the milestones, which indicate how the Activity and its expected results are progressing. Milestones should be evenly distributed all over the duration of the proposed Action and their number per activity will depend on the complexity of each activity. Moreover, for each milestone, establish which means of verification will be used to verify its completion.
 - *EU financial instruments* proposes a choice whether the Action entails activities investigating PPP possibilities and/or it involves a form of procurement that could enable the use of financial instruments in combination with CEF funding.
- **A3.2 – Financial information regarding (filled by SDM on the basis of the information provided by Implementing Partners though the IP template):**
 - *Sources of financing:* asks to indicate the financial contribution to the Action from all possible sources of funding.
 - *Indicative breakdown of estimated eligible costs by activity.*
 - *Related Actions:* where all actions already funded are specified in case the proposed Action is part of a large project previously supported by the EU.

Eligible Cost for the Calls

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the criteria laid down in **Article 126 (2) of the Financial Regulation**. The same criteria apply to the costs incurred by affiliated entities and implementing bodies.

Costs will be eligible, at the earliest, from the date on which an application is submitted and, at the latest, to the date of completion of the Action, which must be 31 December 2020 at the latest.

To be considered “Eligible costs” costs have to meet all of the following criteria, inter alia:

- they are incurred during the duration of the action or of the work programme, with the exception of costs relating to final reports and audit certificates
- they are indicated in the estimated overall budget of the action or work programme
- they are necessary for the implementation of the action or of the work programme which is the subject of the grant
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary
- they comply with the requirements of applicable tax and social legislation
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency
-,etc

Indirect costs are not eligible.

Detailed information on eligible and ineligible costs is included in the model grant agreement, which is available in the Annex 13.

• **A4 – Translation information (to be filled by SDM):**

information relevant only in case the application was submitted in a language different than English. Include information on the language/s used and the costs incurred if the form was translated into English.

• **A5 –Contribution to CEF Objectives (to be filled by each Implementing Partner (where applicable) and submitted to SDM):**

the aim of this section is to measure the contribution of the Action to the funding objective specified in the Regulation. The questions to be answered vary depending from the specificity of the Action, following the answers of parts A1.

2.3.2. Part B

Application Form Part B provides additional administrative information and supporting documents requested by INEA.

Each Implementing Partner has to provide SDM with the information included into Part B, according to the “Category”⁶ reported into the section 2.4.2 and relative roadmap for provisioning (deadline).

1 – Legal Entity Form (to be filled by each Implementing partner except EU Member States, regions or provinces, and neighbouring / third countries and submitted to SDM):

Implementing Partners need to provide the Legal Entity form duly **filled in and signed by company legal representative**. The form is available on the following link http://ec.europa.eu/budget/contracts_grants/info_contract_s/legal_entities/legal_entities_en.cfm. Each Applicant needs to choose the form on the basis of the company legal status:

- “Private/Public Law Body with Legal Form”: please complete and sign the form and provide supporting documents (register(s) of companies, official gazette, VAT registration)
- Public Law Body: please complete and sign the form and provide supporting documents (resolution, law, register(s) of companies, official gazette, VAT registration)

2 – Grounds for exclusion (to be filled by each Implementing Partner except EU Member States, regions or provinces, and neighbouring / third countries and submitted to SDM)

Implementing Partners need to complete and sign Annex B-I and Annex B-II (where applicable).

⁶ EU Member State; Neighbouring/third country; Public sector undertaking or body established in the EU; Private sector undertaking or body established in the EU; Public sector undertaking or body established outside the EU; Private sector undertaking or body established outside the EU; International organisation; European Economic Interest Grouping (EEIG) and Joint undertaking

3 – Financial Identification form (to be filled by each Implementing Partner and submitted to SDM):

The form needs to be downloaded from the link:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm and filled, following the explanation and according to the information requested (Privacy Statement for Legal Entity and Bank Account Validation). The Form has to be completed and stamped, along with any additional documents referred into the form (e.g. recent bank statement)

4 – Requirements on financial and operational capacity (to be filled by each Implementing Partners⁷ fall under categories 4, 5, 6, and 9 and submitted to SDM):

On the basis of the company legal status, the appropriate documents must be submitted to attest the possession of the technical and operational capacity to complete the Action for which the grant is sought:

- *Financial capacity:* the financial capacity check form to be completed can be downloaded from following link <https://ec.europa.eu/inea/connecting-europe-facility/cef-transport/apply-funding/2015-cef-transport-calls-proposals>. Moreover, Implementing Partners need to present the financial statement covering the last financial year, or a letter of support in case they have been operating for less than one year.
- *Operational capacity:* the operational capacity needs to be indicated through the presentation of appropriate documentation (description of previous experiences CV etc).

⁷ Applicants categories:

1. Member State
2. Neighbouring country / Third country
3. Public sector undertaking or body established in the EU
4. Private undertaking or body established in the EU
5. Public sector undertaking or body established outside the EU
6. Private sector undertaking or body established outside the EU
7. International organisation
8. European Economic Interest Grouping (EEIG)
9. Joint undertaking

Applicants which fall under categories 4, 5, 6, and 9 (which qualify as private undertakings or bodies) and applicants that fall under category 8 which are not 100% owned by public body(ies) must prove that they have the financial and operational capacity to carry out the proposed Action and provide the following supporting documents with the application (*Financial capacity and Operational capacity*)

A specific part of this section is left to multi-applicant proposals and/or designated affiliated entities

5 - Requirements for applicants that are neighbouring / third countries or entities established in neighbouring / third countries (filled by Implementing Partner named neighbouring / third countries or entities established in neighbouring / third countries and submitted to SDM)⁸:

Specified Implementing Partners are required to include the agreement of a EU member state, together with Annex B-III and Annex B-IV.

⁸ The neighbourhood Policy covers: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestine, Syria, Tunisia, Ukraine

The enlargement Policy covers Albania, The former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Bosnia and Herzegovina, Kosovo

EEA and EFTA cover: Norway, Iceland, Switzerland and Lichtenstein

2.3.3. Part C

This paragraph aims at providing information regarding the **compliance of the proposed proposal(s) with EU policies and law**. In accordance with Article 23 of the CEF Regulation, only actions in conformity with EU law and which are in line with the relevant EU policies, in particular, in the areas of competition, protection of the environment, state aid and public procurement, shall be financed.

Form C finalization will performed by SDM according to the contributions provided by Implementing Partners for their projects.

All Implementing Partners have to provide SDM with **a full Part C**, with regard to the candidate implementation project/s which fall/s under their responsibility.



- **Chapter I – Compliance with Union law on environmental protection:** this section indicates if the proposal is for studies or works. All works or studies implying physical intervention are required to demonstrate their compatibility with Union policy on environment.
- **Section 1 – Consistency of the project with environmental policy:** a description must be inserted here to show how the action/proposal takes into account the environmental policy objectives.
- **Section 2: development consent** Explain whether development consent has already been given to this proposed Action. If yes, a date has to be specified. If no, an indication on when the formal request was introduced and when the final decision is expected needs to be included. "Development consent" means the decision of the competent (national) authority or authorities which entitles the developer to proceed with the proposed Action
- **Section 3 – Application of Directive 2011/92/EU on Environmental Impact Assessment:** the documents specified in the application form must be provided to ensure that the environmental implications of the decision are taken into due account.
- **Section4 – Application of the Strategic Environmental Assessment Directive 2001/42/EC:** if the proposed action results from a plan falling within the scope of the SEA Directive (text available at: <http://ec.europa.eu/environment/eia/sea-legalcontext.htm>), the following documents have to be provided:

- non-technical summary of the Environmental Report carried out for the plan or program as required by Article 5(1) of Annex I (j) of the SEA Directive,
 - documentation as required by Article 9 (b) of the SEA Directive,
 - information on the public consultations prepared under Article 6 of the SEA Directive, and
 - information on the consultations with the competent authorities prepared under Article 6 of the SEA Directive.
- **Section 5 – Impact of the Action on Natura 2000 sites:** following the text of Council Directive 92/43/EEC (21 May 1992):
 - If the action/proposal is not likely to have a significant effect on sites included or intended to be included in the Natura 2000 network, and hence an assessment was not deemed necessary, Implementing Partners have to fill the Annex C-I, together with a map of the area showing the Action sites.
 - If the proposed action/proposal is likely to have an effect on sites in the Natura 2000 network, an assessment needs to be carried out:
 - if the assessment concludes that the Action will not affect the integrity of the sites, Implementing Partners have to provide the agreement
 - if the assessment concludes that the Action negatively affects the integrity of the sites, copies of the relevant documents described in Article 6(4) of Directive 92/43/EEC have to be provided by Implementing Partners.
 - **Section 6 – Actions with a potential impact on water – Water Framework Directive 2000/60/EC:** if relevant for the proposed action/proposal, information on any new modification to the physical characteristics of a surface water body have to provided.
 - **Chapter III – Compatibility with EU law on state Aids:** Following Articles 107(1) and 108(3) of the Treaty on the Functioning of the European Union, provide further information whether the proposed action/proposal is or will be financed through state or public funding involving State aid which might be incompatible with the law. If so, have to explain if a notification has taken or will take place, and set out grounds for compatibility.
 - **Chapter IV:** N/A
 - **Chapter V – Compatibility with the EU law on public procurement:** have to provide information, as requested in the form, of public procurements planned during the implementation of the proposed action/proposal, and of compliance with the Union Directives 2004/17/EC and 2004/18/EC.

- **Chapter VI – Other sources of EU funding** have to provide information in case the proposed action/proposal benefits or will benefit from any other source of Union funding, or if it has applied to any Union financial aid other than TEN-T/CEF.

2.3.4. Part D

Application Form Part D is composed of 7 sections and it requests information on the **global project** and the proposed Action, to set the basis for the evaluation of the proposal.

SDM will finalise Part D according to the contributions provided by Implementing Partners through the collection of the IP templates (Annex 21 - IP Template Call 2015_V1.0)(ad hoc template created for collection).

No further contributions in terms of information to be provided are expected from Implementing Partners for Part D finalization.

On the basis of the information collected from IPPs through the IP Templates SDM will elaborate the following sections:

- **Section 1 – General description of the Global project including needs, objectives and financial information:** the form has to be filled with information on the Global project in which the proposed Action/s is collocated.
- **Section 2 – Description of the proposed Action:** the form has to be filled with information on the proposed Action as a stand-alone project, which should deliver well-defined results and achievements.
- **Section 3 – Relevance: Contribution of the proposed Action to the TEN-T/CEF policy objectives and Union dimension:** the form has to be filled with answers to the questions relate to the relevance of the proposed Action to the TEN-T policy objectives and the EU added value of the proposed Action.
- **Section 4 – Maturity of the Action:** the form has to be filled with answers to the questions of this section, which address the actual state of the proposed Action, including approvals, permits, procurement, various issues and others.
- **Section 5 – Impact of the proposed Action:** the form has to be filled with information on the potential impacts that the proposed Action could have on all aspects listed in the form. Some questions may not concern the specific Action, and if they are not considered applicable to the proposal, a clear reason must be indicated.
- **Section 6 – Quality of the proposed Action:** the form has to be filled with information on organizational structure, control procedures, Quality management, Risk management, monitoring and audits, communication, and others.

- **Section 7 – Annexes:** Annexes can be provided as supporting document, which need to be appropriately listed and numbered, provide additional information that supports the application form. Note that the annexes included must be clearly referred to, and the relevant parts summarized in the application forms.

Further details to elaborate the above sections are provided directly by INEA (Guide for Applicants) on the INEA website, and they are available also on the SDM website and repository.

2.4. Proposal preparation process

Candidate Implementing partners interested to submit under **3.3.1. Single European Sky – SESAR** category, must coordinate their applications with the Deployment Manager. SDM will coordinate the proposal(s) preparation phase supporting the filling in and finalisation of all the **4 parts of the Application** (Part A; Part B; Part C and Part D).

The coordination will be performed according to the indications provided in the present paragraph with regard to the role and responsibilities of the SDM and Implementing Partners. In particular, SDM and Implementing Partners shall follow the proposal preparation roadmap (technical and administrative) to ensure that the proposal/s will be submitted within the call deadline: 16th of February 2016.

2.4.1. Roles and responsibilities

SDM will coordinate the proposal(s) preparation phase supporting the filling in and finalisation of all the **4 parts of the Application** (Part A; Part B; Part C and Part D).

In order to perform the above activities, all Implementing Partners (IPPs) have to support the SDM during the entire process by providing all the necessary information to be included in the following parts:

- **Part A** - Main characteristics of the proposal and budget of the Action (included Members State approval)
- **Part B** - Administrative Information on Applicants
- **Part C** - Compliance with Union Policy and Law
- **Part D** - Technical and Financial Information

In this respect **SESAR Deployment Manager (SDM)** is responsible:

- to coordinate the preparation phase of the proposal
- to assist the Implementing Partners in responses of the CEF Call 2015 by keeping the application in compliance with:
 - Call deadline (planned for 16th February 2016)
 - Deployment Programme 2015
 - Eligibility and Valuation criteria set by INEA, and complementarity of the proposals/cluster
- to make sure that the application is complete and addresses all formal and technical requirements set in the call.

Implementing Partners (IPPs) are responsible of (during the proposal preparation):

- responding to the 2015 CEF Call if they need co-funding for the implantation of their projects
- providing information to SDM by fill in and sign (where applicable) the templates to collect the information to finalise the proposals: Legal and Administrative information, Declaration of Compliance with EU policy and law, Financial and Technical information

To support the Implementing Partners (IPPs) during the proposal(s) elaboration, in order to guarantee the proposal(s) submission within the **deadline** set by INEA (**16th of February**), two **Roadmaps** have been elaborated by SDM:

- **Technical:** plans the activities to be accomplished by all IPPs within the deadlines detailed into the roadmap, in order to finalise the Technical (Part D) and Financial (section of Part A) parts of the proposal(s)
- **Administrative:** plans the activities to be accomplished by all IPPs within the deadlines detailed into the roadmap, in order to finalise the administrative and legal (Part A/Part B and Part C) sections of the proposal(s)

SDM Event on 29th of October “CEF CALL 2015 sneak preview” held in Brussels has officially launched the 2015 **CEF TRANSPORT CALLS** preparation activities.

During the Event the **Technical and Administrative Roadmaps** have been shared, in the following paragraphs are reported in details the activities to be performed by:

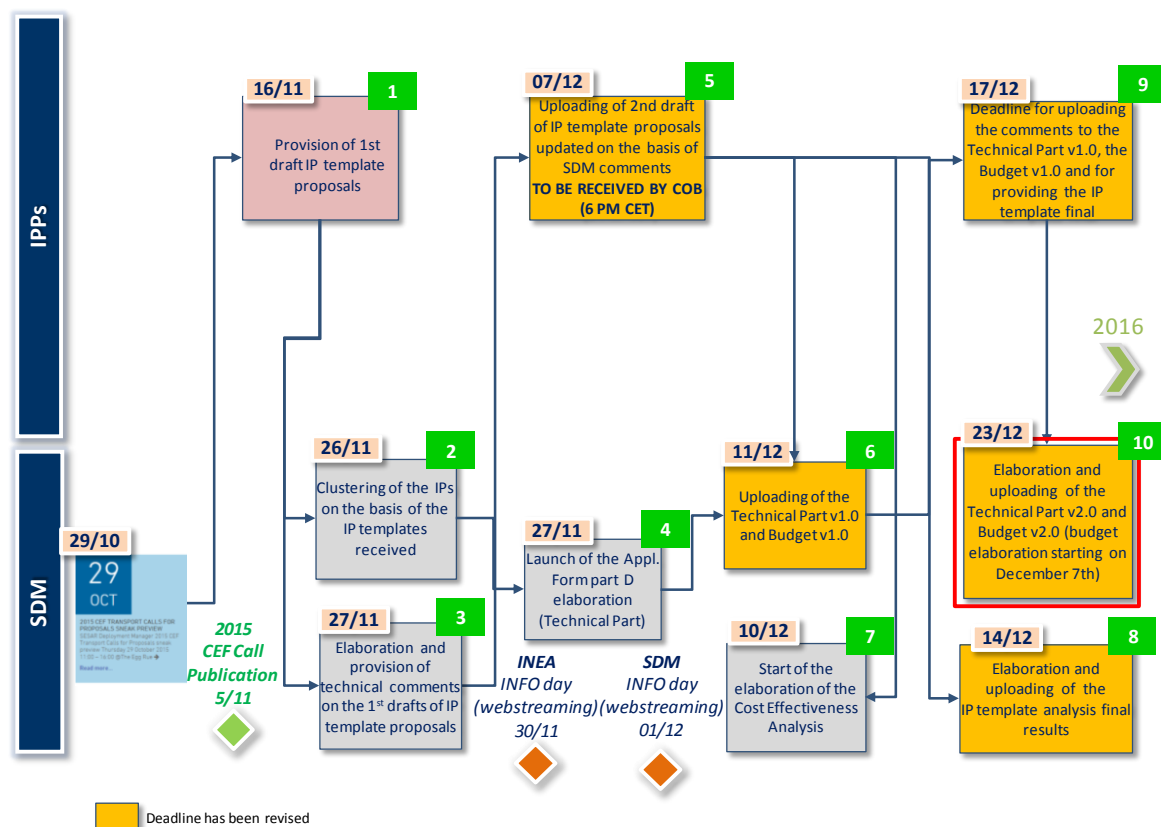
- **SDM as coordinator**⁹ of all Implementing Partners’ responses to the CEF Call for Proposals
- **Implementing Partners (IPPs):** as responsible for providing all supporting documents (Legal/Administrative, Technical and Financial information and Declaration of compliance to the EC Policy (on SDM inputs)) on which basis the proposal will be elaborated

2.4.2. Proposal Preparation roadmap

In order to coordinate all the necessary steps, SDM has set and overall roadmap which will enable the submission of CEF proposal in due time and in alignment with INEA requirements. To facilitate the following up of specific task it has been further split in two parts: technical and administrative roadmap.



⁹Article II.1.3 of the SESAR Deployment FPA (No. MOVE/E2-2014-717/SESAR FPA)

Technical Roadmap – from 29th of October until 16th of February 2016.**Part 1 – from 29th of October to 23rd of December 2015**

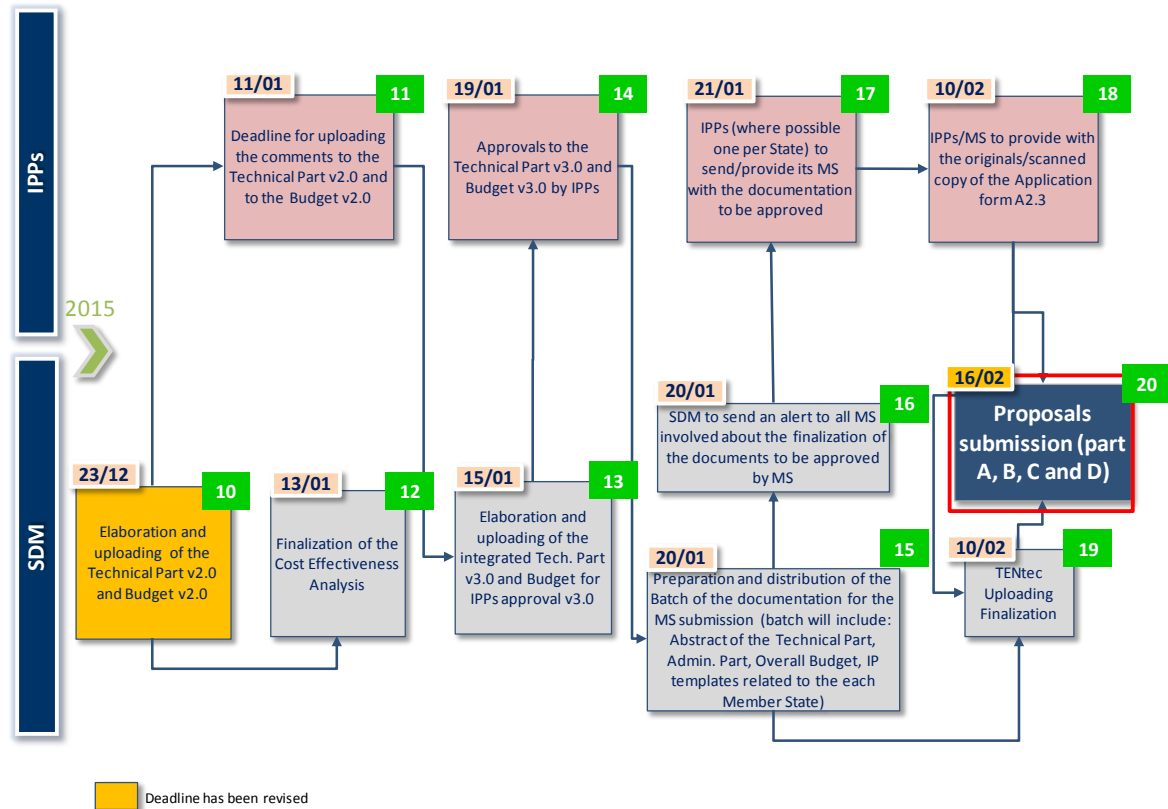
#	Activity	Description of the Activity	Date	Owner
1	1st Drafts IP templates	IPPs provide SDM with the first draft of the IP template (one per each project) elaborated with all information required within the template	16/11/2015	IPPs
2	Clustering of IPs	SDM performs the clustering of the IP templates received by IPPs, to define the Actions structure	26/11/2015	SDM
3	Elaboration and provision technical comments on 1 st draft	SDM performs the analysis of the IP template received and provides IPPs with comments/recommendations to better address the call requirements (e.g. Technical	27/11/2015	SDM

#	Activity	Description of the Activity	Date	Owner
		matters)		
4	Launch part D elaboration	SDM launch the template Part D to share the information needed for proposal(s) finalization	27/11/2015	SDM
N/A	INEA INFO DAY	<p><u>To be confirmed by INEA</u></p> <p>Main subject: 2015 CEF Transport CALLS for Proposals</p> <p>The aim of the Info Day is to allow applicants for the calls to gather all information which they will be able to use in the preparation of the proposal under the SDM coordination.</p> <p>Further details are available on the following link:</p> <p>https://ec.europa.eu/inea/en/news-events/newsroom/save-date-2015-cef-transport-info-day-30-november-2015</p>	30/11/2015	INEA
N/A	SDM INFO DAY – WEBEX	<p>The aim of the webex is provide IPPs with all information about:</p> <ul style="list-style-type: none"> • Procedures and methodology performed by SDM for IP template clustering (to elaborate comments/suggestions to send to IPPs) • Legal and Administrative documentation to be provided by IPPs to SDM to finalise the different parts composing the proposal(s) (Part A; Part B and Part C) • Budget of the Actions elaborated on the basis of the IP templates received from IPPs during the first round of IP template 	01/12/2015	SDM

#	Activity	Description of the Activity	Date	Owner
		collection.		
5	2nd Drafts IP templates upload	IPPs upload the 2 nd Draft of the IP template, duly updated with the comments/suggestions provided by SDM during the previous phase	07/12/2015	IPPs
6	Upload technical parts and budget v1.0	SDM uploads the first draft V1.0 of: <ul style="list-style-type: none"> the Technical Part (Part D) filled with the information provided by IPPs through the IP template economic section (budget) filled with the information provided by IPPs through the IPs 	11/12/2015	SDM
7	Start elaboration Cost Effectiveness Analysis (CEA)	SDM performs Cost Effectiveness Analysis (CEA) at Action Level, feed by CEA elaborated at IPPs level	10/12/2015	SDM
8	IP templates final results	SDM performs the final analysis of the IP templates received (2 nd draft) and provides IPPs (if needed) with additional comments to better finalise the IP itself.	14/12/2015	SDM
9	Deadline to upload comments of technical parts and budget v1.0 and to submit IP templates finals	IPPs: <ul style="list-style-type: none"> upload on the restricted section of the repository the final version of the IP provide SDM with comments on Part D (e.g. Modifications related to the description/dates of the projects, updates of the information provided during the previous phases,...) provide SDM with comments on the budget (e.g. Verification of the costs breakdown per year per each project, verification of the costs split per partners (multi-stakeholders project), project start date/end date,...) 	17/12/2015	IPPs
10	Elaboration and upload of technical parts and budget v2.0	SDM according to the additional comments provided by IPPs, uploads an updated version of	23/12/2015	SDM

#	Activity	Description of the Activity	Date	Owner
		technical part and budget V2.0		

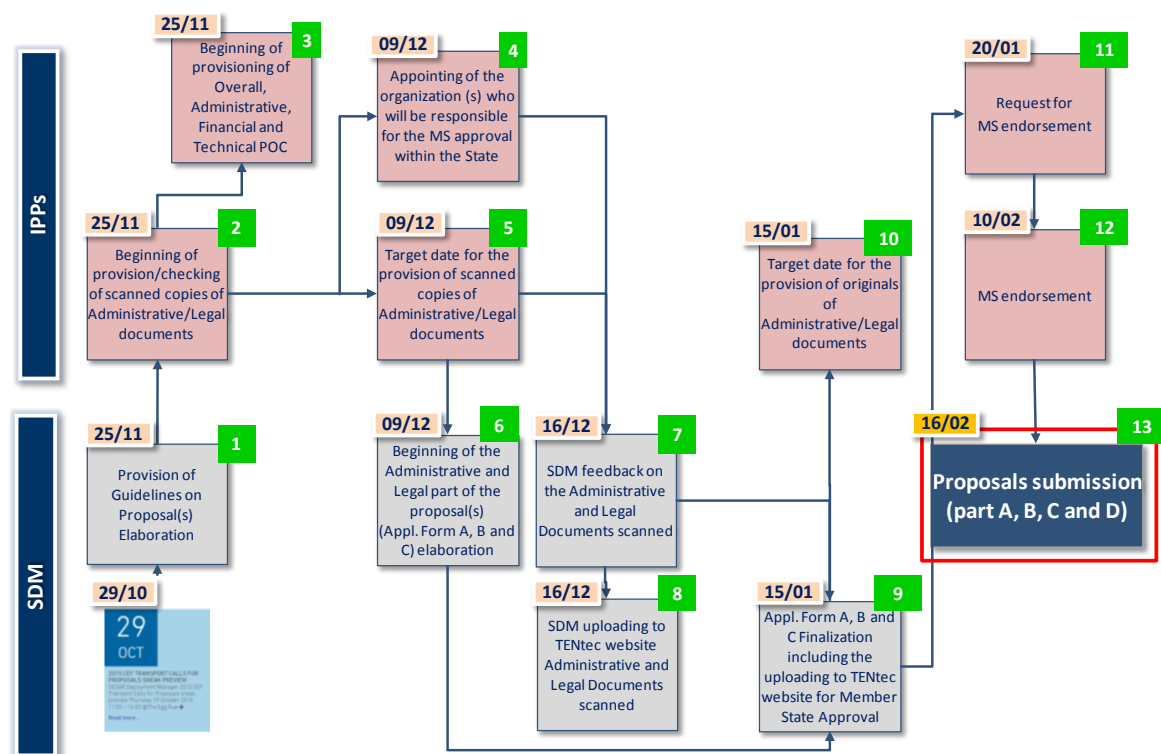
Part 2 – from 23rd of December 2015 to 16th of February 2016



#	Activity	Description of the Activity	Date	Owner
11	Deadline to upload comments of technical parts and budget v2.0	<p>IPPs:</p> <ul style="list-style-type: none"> provide SDM with comments on Part D (e.g. Modifications related to the description/dates of the projects, updates of the information provided during the previous phases,...) provide SDM with comments on the budget 	11/01/2016	IPPs

#	Activity	Description of the Activity	Date	Owner
		(e.g. Verification of the costs breakdown per year included per each project, verification of the costs split per partners (multi-stakeholders project), project start date/end date,...,)		
12	Finalization Cost Effectiveness Analysis (CEA)	SDM finalizes the CEA at Action Level further elaborating the contributions provided at IPPs level.	13/01/2016	SDM
13	Elaboration and upload integrated technical parts and budget v3.0 for IPPs approval	SDM according to the comments provided by IPPs, uploads an updated version of technical part and budget V3.0 for final approval by IPPs	15/01/2016	SDM
14	Approval technical parts and budget v3.0	IPPs final approval	19/01/2016	IPPs
15	Preparation and distribution of documentation for MS submission	<p>SDM after the final approval provided by IPPs, elaborates the batch of documentation to be submitted, by IPPs, to each Member State involved in the proposal(s), in particular:</p> <ul style="list-style-type: none"> • Part A • Part D <p>for its endorsement.</p> <p>Note: Any Applicant/Implementing Partners that cannot provide the agreement of the Member State concerned are not eligible</p>	20/01/2016	SDM
16	Alert to MS about finalization of documents	SDM provides each Member State involved with a communication about the proposal(s) finalization and request for its endorsement for	20/01/2016	SDM

#	Activity	Description of the Activity	Date	Owner
		submitting proposal(s) on the basis of the Member State contact points provided by INEA		
17	Provision of documentation to be approved	IPPs provide their Member States with the batch of documentation, elaborated by SDM, for their endorsement	21/01/2016	IPPs
18	Provision of originals A2.3	IPPs provide SDM with the Final endorsement received by Member State. The endorsement must be provided to SDM both copies (form A2.3) duly signed by Member States (scanned copy for 10/2 and original by 15/02/2016)	10/02/2016	IPPs
19	TENtech upload finalization	SDM finalises the Applications on TENtech by uploading all documentation to be submitted related to the proposal(s) as requested by INEA.	10/02/2016	SDM
20	Proposals submission	Proposal(s) submission	16/02/2016	SDM

Administrative Roadmap – from 29th of October until 16th of February

#	Activity	Description of the Activity	Date	Owner
1	Guidelines provision	SDM provides IPPs with an Information paper “Guidelines for 2015 CEF Transport Calls responses preparation” to support Implementing Partners during the preparation and finalisation of the 2015 CEF Transport CALLS	25/11/2015	SDM
2	Beginning of provision of documents	IPPs start to provide SDM with the scanned copies of the Legal and Administrative documentations requested for proposal(s) finalisation. The scanned copies will be verified by SDM according to the INEA requirements.	25/11/2015	IPPs

3	Beginning of provisioning of Overall, Administrative/Legal, Financial and Technical POC	<p>IPPs start to provide SDM with Point of Contact (PoCs) for each Implementing Partners (at Company level) as follows:</p> <ul style="list-style-type: none"> • <u>Overall PoC</u> (at Company Level): person in charge to be a single point of contact for general matters during the call responses preparation (eg. Communication about the Member State Endorsement request) • <u>Administrative/Legal POC</u>: person in charge for the matters related to the Legal and Administrative fields (eg. Supporting documents of Legal Entity Form) • <u>Financial PoC</u>: person in charge for the matters related to the Financial field (eg. Budget breakdown per year) • <u>Technical PoC</u>: person in charge for the matters related to the Technical field (eg. Tasks; milestone etc) 	25/11/2015	IPPs
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4	Appointing organization responsible for MS endorsement and Committers specification	<p>IPPs have to identify, on the basis of SDM request, per each Member State involved:</p> <ul style="list-style-type: none"> the organization responsible (one per each Member State) for the Member State Endorsement. The organisation will be in charge for provisioning Member State with the overall batch of the documentation to be endorsed for the final submission to INEA Committers of the Members State responsible for the final endorsement (name and surname; email address and, if applicable, mailbox of Ministry of Transport). The organization responsible for the final endorsement of Member State, has to provide SDM with the above mentioned information to identify respective Committers. 	09/12/2015	IPPs
5	Target date for scanned copies	End date for IPPs for provide SDM with all Legal and Administrative documentations in scanned copies	09/12/2015	IPPs
6	Beginning of administrative & legal parts elaboration	SDM starts the elaboration of Legal and Administrative (Part A, B and C) documentations to be uploaded on TENTec	09/12/2015	SDM

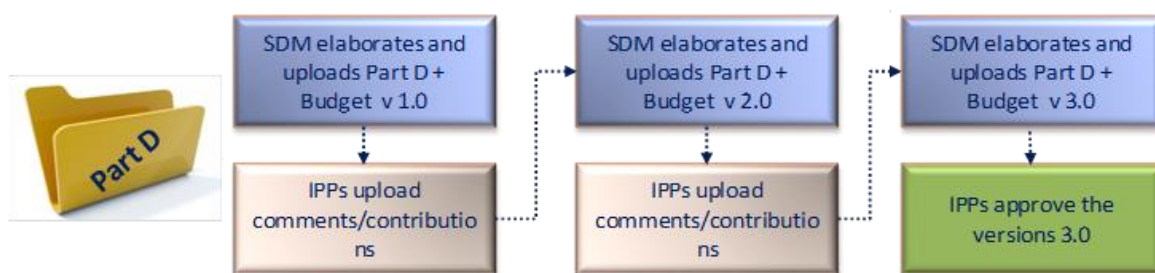
7	Feedback on administrative & legal	SDM analyses the scanned copies of the Legal and Administrative documentation received and provides IPPs with comments (if needed)	16/12/2015	SDM
8	Upload of documents on TENtec	SDM uploads the scanned copies received by IPPs on TENtec system for the section where they are requested	16/12/2015	SDM
9	Parts A, B, C finalization	SDM finalise Legal and Administrative documentation on TENtec. The documentation uploaded is ready for Member State endorsement	15/01/2016	SDM
10	Target date for original copies	End date for IPPs for provide SDM with all Legal and Administrative documentations in original. The originals have to be delivered to SESAR Deployment Manager – attn. Paola Di Giovanni Avenue de Cortenbergh 100, Brussels 1000, Belgium Please consider: A2.3 form original have to be provided by 15/02/2016	15/01/2016	IPPs
11	Request for MS endorsement	IPPs communicate to Members State that the documentation has been uploaded and ready for their endorsement (directly on the TENtec)	20/01/2016	IPPs
12	MS endorsement	Member State endorsement	10/02/2016	IPPs
13	Proposals submission	Proposal(s) submission	16/02/2016	SDM

For the purpose of Partner *confidentiality*, and also to guarantee safe continuous interactions between IPPs and SDM, the latter will create a specific **Repository** that will support the exchange of documents between the SDM and the IPPs (see next paragraph for details) during the preparation phase of the proposal(s), further details are provided in the paragraph 2.4.4 Supporting Tools.

2.4.3. Proposal preparation feedback process

In line with the roadmaps detailed above, here below are reported the **processes to be applied to exchange the information between the SDM and IPPs**.

The **Technical part of the Proposal (PART D)** including **Budget** will be elaborated on the basis of **3 iterations** between SDM and IPPs:

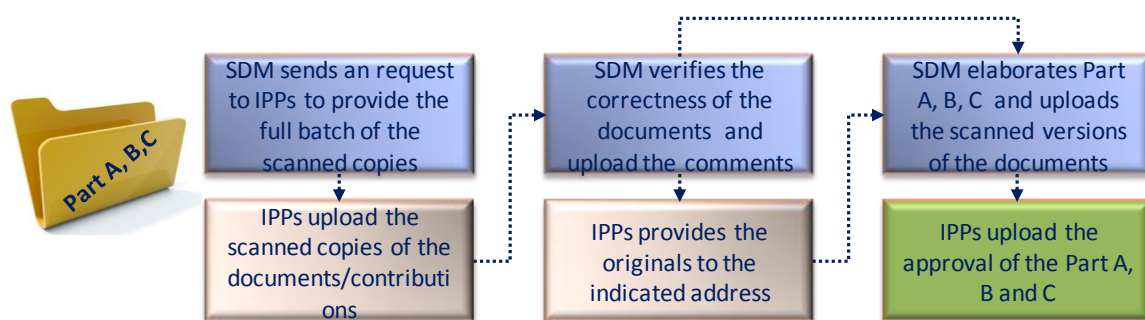


In order to provide SDM with all information needed to elaborate and finalise Part D of the proposal(s), Implementing Partners have to duly fill in the IP Template.

The **IP Template** aims at **collecting all relevant information by stakeholders** about the **candidate project** in terms of:

- **Technical Aspects:** technical description (e.g. tasks, milestones, deliverables, etc.)
- **Economics:** economic and financial aspects of the project (e.g. HR cost, Travel cost, procurement etc.)
- **Performance:** **expected performance of the project** (self-assessment performed by stakeholders)

The **Administrative part of the Proposal (PART A, B, C)** including the supporting documents (Legal and Administrative) will be elaborated and finalized on the basis of the following process:



Applicant/Implementing Partner agrees inter alia that (Annex 20 – Authorization – SESAR 2015 CEF Transport Calls):

- **all information, data and documents** provided to the SDM for the purpose of 2015 CEF Call will be sent by SDM or person acting on behalf of the SDM
- **authorize the SDM in its role of coordinating** the applications for grants (all of them jointly referred hereafter as the SDM) under the 2015 CEF Transport Calls for Proposals, published on 5 November 2015, be it under the section “Cohesion Call” or the section “General Call” (jointly referred to as 2015 CEF Call)

Here below are reported for each “**Legal Status**” of the Applicant (IPPs) all documentation to be provided by IPPs to SDM to duly finalise the proposal(s). The legal status available are the following:

1. EU Member State
2. Neighbouring/third country
3. Public sector undertaking or body established in the EU
4. Private sector undertaking or body established in the EU
5. Public sector undertaking or body established outside the EU
6. Private sector undertaking or body established outside the EU
7. International organisation
8. European Economic Interest Grouping (EEIG)
9. Joint undertaking

For further details about the documentation included into the table below see Section 2 – 2.3 Proposal Structure

Applicant – Legal Status (category)		1	2	3	4	5	6	7	8	9
Part A	Form A2.1 + Statuses or relevant abstracts (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Form A2.2	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Form A2.3	✗	✓	✓	✓	✓	✓	✓	✓	✓
	Form A2.4	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Form A5	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part B	1. Legal Entity Form + Required additional documents ¹⁰	✗	✗	✓	✓	✓	✓	✓	✓	✓
	2. Grounds for exclusion <ul style="list-style-type: none"> Annex B-I Annex B-II 	✗	✗	✓	✓	✓	✓	✓	✓	✓
	3. Financial Identification Form + Recent bank statement (not mandatory)	✓	✓	✓	✓	✓	✓	✓	✓	✓
	4. Requirements on the financial and operational capacity of the applicant ¹¹ <ul style="list-style-type: none"> Financial capacity form Financial statement / Letter of support Operational capacity 	✗	✗	✗	✓	✓	✓	✗	✓ ¹²	✓
	5. Requirements for applicants in neighbouring / third countries <ul style="list-style-type: none"> Form A2.3 Annex B-III Annex B-IV 	✗	✓	✗	✗	✓	✓	✗	✗	✗
Part C	Section I. Compliance with EU environmental policy + required documents ¹³	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Section III. Compatibility with EU policy on interoperability	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Section V. Compatibility with union law on public procurement	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Section VI. Other sources of EU financing	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Authorization - SESAR 2015 CEF Transport Calls	✓	✓	✓	✓	✓	✓	✓	✓	✓

¹⁰ Eg: register(s) of companies, official gazette, vat registration...

¹¹ Provide the required documents and fill in the required parts of the application form, where applicable

¹² Except for European Economic Interest Groupings that are 100% publicly owned

¹³ For example: Annex C-I, notes from competent authorities...

2.4.4. Supporting tools

During the preparation phase of the **CEF Transport Call responses**, the SDM will support and help the Implementing Partners to submit a proposal which is complete in all its parts and which responds to high qualitative standards. In order to efficiently manage the preparation of the responses, and to facilitate the interaction with Implementing Partners, the SDM will provide some supporting tools to all Implementing Partners:

- **Sesar Deployment Manager Website:** All participants can be supported during their application process by visiting the SDM website, which contains all relevant information: www.sesardeploymentmanager.eu



- **Videos:** In the dedicated section of the SDM website, participants can find informative videos about the content of the Development Programme and the FPA responses preparation.

<http://www.sesardeploymentmanager.eu/multimedia/introducing-sesar-deployment-programme-version-1/>



- **Email address (Cef Call 2015):** The dedicated email addresses cefcall2015@sesardeploymentmanager.eu and cohesionfund2015@sesardeploymentmanager.eu have been set up to ease the communication between the Implementing Partners and the SDM during the responses preparation phase.



- **Questions & Answers:** The SDM website will contain a dedicated, publicly available, section where all relevant Questions & Answers will be published every two weeks.



- **Repository:** To ensure that each Implementing Partner will get all the documents, and for reasons of Partner *confidentiality*, SDM has created a specific repository that will support the exchange of documents between the SDM and the IPPs. The repository will be available on the SDM website and will be structured in two sections:



- The **public** section will include all documents provided for the CEF Call, including call documents, guidelines, Roadmap and FAQ subfolders.

- The **restricted** section will guarantee access only to Implementing Partners involved in the responses preparation phase, and it will be the place where all proposal parts (e.g. Part A, B, C, D, IP templates, etc.) will be uploaded. This section is protected by a password to guarantee the access only to authorize users.

2.5. Proposals Submission Procedure

The deadline for the submission of proposals is 16 February 2016 at 17:00 Brussels time.

Proposals in response to the **CEF Transport Call 2015** must be submitted electronically using the **TENtec eSubmission module** at the <https://webgate.ec.europa.eu/tentec/grant/esubmission/>

The electronic submission of all parts of a proposal must be completed at the latest by **Tuesday, 16 February 2016 at 17:00 Brussels time.**

In particular, the following documents have to be uploaded to the TENtec Information System before the deadline:

- **Application form Part A** generated automatically in the TENtec Information System eSubmission module
- **Application form Parts B, C, D** and their annexes duly filled in and scanned electronic versions
- **Any supporting documents** must also be uploaded before this deadline

Implementing Partners must be able to provide the original documents and send them to the Commission/Agency services upon request.

2.6. European Commission Evaluation and Selection Process

The evaluation and selection of proposals, submitted under the CEF-Transport, is carried out exclusively by the Commission, with the assistance of INEA and the support of independent technical experts, whose role is to ensure that only the most high-quality proposals, which best meet the award criteria described in the relevant work programme and call text, are selected for funding.

The evaluation process is based on two key principles:

- **Equal treatment** – all proposals are evaluated in the same manner against the same criteria;

- **Transparency** – adequate feedback is provided to applicants on the outcome of the evaluation of their proposals.

Proposals which meet the formal requirements and the eligibility and selection criteria specified in the work programmes and call texts are evaluated on the basis of the award criteria (such as relevance, maturity, impact and quality).

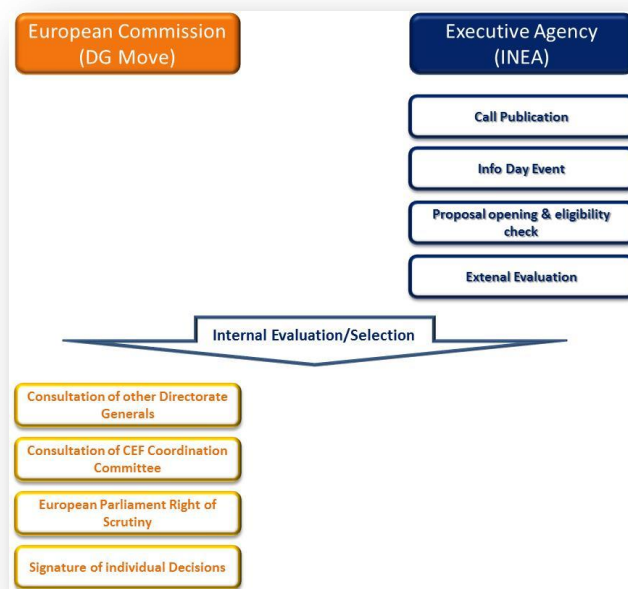


Figure 6 – The Call Process

Following is reported the expected timetable until the signature of individual grant Agreements:

Date of publication of call for proposals	5 November 2015
Deadline for the submission of proposals	16 February 2016 (17:00 Brussels time)
Deadline for the submission of translations (if applicable)	23 February 2016
Evaluation of proposals	February-May2016 (indicative)
Consultation of CEF Coordination Committee Information of European Parliament	June 2016 (indicative)

Adoption of Selection Decision	July 2016 (indicative)
Signature of individual grant Agreements	As of September 2016 (indicative)

2.6.1. Assessment of compliance with formal requirements, eligibility, selection criteria, and EU law

As a first step for all proposals submitted in response to a CEF call for proposals, the compliance with the formal requirements set by the call text are verified, such as that proposals have been submitted before the call deadline and are complete in all their parts. Then, each proposal is assessed against the eligibility and the selection criteria as set by the call text. Any proposal which does not meet these criteria is rejected, and applicants are informed of the reason. The compliance of the proposal with the relevant EU law is also verified during this stage. In case further clarifications are needed, applicants may be contacted throughout the evaluation process. Any concern about the compliance of the proposal with the relevant EU legislation will be taken into account during the final selection process and may also be addressed in the individual grant agreement.

2.6.2. External Evaluation and Final Selection process

Proposals which meet the formal requirements and the eligibility and selection criteria are then assessed by technical experts against the award criteria. Technical experts are independent external experts who perform assessments in their personal capacity and not as representatives of their employer, their country or any other entity.

A **Selection Committee** composed of representatives from the Commission's Directorate General for Mobility and Transport and INEA (and including representatives of other Directorates General, if appropriate) will assess the list of proposals recommended for funding and the list of those not to be funded. During the final selection process the Commission will pay particular attention to the following aspects, as appropriate:

- The contribution of the proposed Action to the balanced development of the network,
- the complementarity of the proposed Action with other EU funded projects, in view of optimising the impact of investments already made in the region/country/global project,
- the comparative EU added value (high, medium, low) of the proposed Action in relation to other proposed Actions,

- The programming for the European Structural and Investment Funds in order to ensure complementarity between the two sources of funding,
- How the proposed Action fits in the national transport plan in the Member State(s) concerned, where appropriate,
- any identified/identifiable risks of double-funding from other Union sources,
- potential synergies across the different CEF sectors and/or other EU Programmes, notably Horizon 2020, where particular consideration will be given to Actions involving the deployment of innovation and technology developed under the EU's research programmes;
- budgetary constraints.

Once approved, DG for Mobility and Transport verifies compatibility with other policies, and to ensure there is no risk of double funding for the same action.

During the final selection process, a list of proposals recommended for funding is prepared. For each proposal, a recommendation for the level of funding and the duration of the proposed Action is given, as well as any other recommendations considered appropriate.

2.6.3. Endorsement by Member States and information to the European Parliament

The list of proposed projects selected for funding must receive a positive opinion by Member States representatives in the CEF Coordination Committee. The European Parliament is informed about the proposed list. On this basis, a Selection Decision is adopted, listing all proposals selected for funding, their respective maximum amounts of funding per Action and the beneficiaries of the Action. Applicants are subsequently informed whether or not their proposal is selected for funding. Each applicant whose proposal is selected for funding will be invited to enter into a SGA finalization phase aiming at the signature of the SGA.

3. Section 3 - SGA finalization and Execution Phase

The **Specific Grant Agreement Preparation (SGA)** phase will start after the publication of the INEA selection results (on the basis of the outcomes of the CEF Coordination Committee) as shown in the figure below, and will last until the Specific Grant Agreement signature.



3.1. SGA finalization main steps envisaged

The main aims of the **Specific Grant Agreement Preparation phase** are:

- to align the technical and financial contents of the proposal submitted in response to CEF Transport Call 2015 according to the results coming from the evaluation process and indications received from INEA;
- to finalize the administrative and legal aspects (such as Mandates, Accession to ICA, etc.);
- to allow the Specific Grant Agreement (SGA) signature, and all its prerequisites.

According to INEA indications, the SDM is meant to act as a single interface between Level 1 and Level 3. To this extent, the SDM has structured a tailored process, during the last 2014 CEF Call, and established subsequent deadlines to ensure the SGA signature (still working process).

In this respect, the **Specific Grant Agreement Preparation phase** can be divided in **three thematic areas of activities** described in the following paragraphs:

1. **Administrative** (e.g. Declaration status quo and bank account)
2. **Technical** (e.g. Action Structure; Implementation project details, etc..)
3. **Legal and Contractual** (e.g. Framework Partnership Agreement (FPA); Internal Cooperation Agreement (ICA) and Specific Grant Agreement (SGA))

The **guidelines on how to reach the objectives of the SGA preparation phase**, including the detailed description of the *actions* to be performed and the *templates* to provide, will

be reported in a dedicated documentation, published by SDM, available after the CEF 2015 CEF Call evaluation (Projects selection by INEA).

3.2. Execution Phase

The execution phase starts with **the SGA signature and it lasts until the end of the Action(s)**.

During the execution phase, in order to ensure that the Action is performed in line with FPA and SGA contents, and to secure that the FPA coordination process aligns with INEA requirements in compliance with SDM general obligation (Implementing Regulation (EU) No 409/2013- art.9), the **Implementing Partners will be fully supported** for the **whole project's life-cycle** by the **FPA Coordination Manager** and the related Team, through the **FPA Information working package, videos and tutorials, online tools, periodic updating workshops** etc.

The above mentioned information package and supporting tool will be available after the INEA CALL evaluation performed by INEA/CEF Financial Committee.

An Information package will be also provided, together with further relevant information (such as processes and procedures, templates to be used, documentation to be provided, payments etc.) to support all Implementing Partners during the execution phase.

4. List of Actions

#	Action	Description of the Action	Deadline	Owner
1	1st Drafts IP templates	IPPs provide SDM with the first draft of the IP template (one per each project) elaborated with all information required within the template	16/11/2015	IPPs
2	Guidelines provision	SDM provides IPPs with an Information paper "Guidelines for 2015 CEF Transport Calls responses preparation" to support Implementing Partners during the preparation and finalisation of the 2015 CEF Transport CALLS	25/11/2015	SDM
3	Beginning of provision of documents	IPPs start to provide SDM with the scanned copies of the Legal and Administrative documentations requested for proposal(s) finalisation. The scanned copies will be verified by SDM according to the INEA requirements.	25/11/2015	IPPs
4	Beginning of provisioning of Overall, Administrative/Legal, Financial and Technical POC	<p>IPPs start to provide SDM with Point of Contact (PoCs) for each Implementing Partners (at Company level) as follows:</p> <ul style="list-style-type: none"> • <u>Overall PoC</u> (at Company Level): person in charge to be a single point of contact for general matters during the call responses preparation (eg. Communication about the Member State Endorsement request) • <u>Administrative/Legal POC</u>: person in charge for the matters related to the Legal and Administrative fields (eg. 	25/11/2015	IPPs

#	Action	Description of the Action	Deadline	Owner
		Supporting documents of Legal Entity Form) <ul style="list-style-type: none"> • <u>Financial PoC</u>: person in charge for the matters related to the Financial field (eg. Budget breakdown per year) • <u>Technical PoC</u>: person in charge for the matters related to the Technical field (eg. Tasks; milestone etc) 		
5	Clustering of IPs	SDM performs the clustering of the IP template received by IPPs, to define the Actions structure	26/11/2015	SDM
6	Elaboration and provision technical comments on 1 st draft	SDM performs the analysis of the IP template received and provides IPPs with comments/recommendations to better address the call requirements (e.g. Technical matters)	27/11/2015	SDM
7	Launch part D elaboration	SDM launches the template Part D to share the information needed for proposal(s) finalization	27/11/2015	SDM
8	INEA INFO DAY	<u>To be confirmed by INEA</u> Main subject: 2015 CEF Transport CALLS for Proposals The aim of the Info Day is to allow applicants for the calls to gather all information which they will be able to use in the preparation of the proposal under the SDM coordination. Further details are available	30/11/2015	INEA
9	SDM INFO DAY - WEBEX	The aim of the webex is provide IPPs with all information about: <ul style="list-style-type: none"> • Procedures and 	01/12/2015	SDM

#	Action	Description of the Action	Deadline	Owner
		<p>methodology performed by SDM for IP template clustering (to elaborate comments/suggestions to send to IPPs)</p> <ul style="list-style-type: none"> Legal and Administrative documentation to be provided by IPPs to SDM to finalise the different parts composing the proposal(s) (Part A; Part B and Part C) Budget of the Actions elaborated on the basis of the IP templates received from IPPs during the first round of IP template collection. 		
10	2nd Drafts IP templates upload	IPPs upload the 2 nd Draft of the IP template, duly updated with the comments/suggestions provided by SDM during the previous phase	07/12/2015	IPPs
11	Upload technical parts and budget v1.0	SDM uploads the first draft V1.0 of: <ul style="list-style-type: none"> the Technical Part (Part D) filled with the information provided by IPPs through the IP template economic section (budget) filled with the information provided by IPPs through the IPs 	09/12/2015	SDM
12	Appointing organization responsible for MS endorsement and Committers specification	<p>IPPs have to identify, on the basis of SDM request, per each Members State involved:</p> <ul style="list-style-type: none"> the organization responsible (one per each Member State) for the Member State Endorsement. The organisation will be in charge for provisioning Member State with the 	09/12/2015	IPPs

#	Action	Description of the Action	Deadline	Owner
		<p>overall batch of the documentation to be approved for the final submission to INEA</p> <ul style="list-style-type: none"> • Committers of the Members State responsible for the final endorsement (name and surname; email address and, if applicable, mailbox of Ministry of Transport). The organization responsible for the final endorsement of Member State, has to provide SDM with the above mentioned information to identify respective Committers. 		
13	Target date for scanned copies	End date for IPPs for provide SDM with all Legal and Administrative documentations in scanned copies	09/12/2015	IPPs
14	Beginning of administrative & legal parts elaboration	SDM starts the elaboration of Legal and Administrative (Part A, B and C) documentations to be uploaded on TENtec	09/12/2015	SDM
15	Start elaboration Cost Effectiveness Analysis (CEA)	SDM performs Cost Effectiveness Analysis (CEA) at Action Level, feed by CEA elaborated at IPPs level	10/12/2015	SDM
16	IP templates final results	SDM performs the final analysis of the IP templates received (2 nd draft) and provides IPPs (if needed) with additional comments to better finalise the IP itself.	11/12/2015	SDM
17	Deadline to upload comments of technical parts and budget v1.0 and to submit IP	<p>IPPs:</p> <ul style="list-style-type: none"> • upload on the restricted section of the repository the 	16/12/2015	IPPs

#	Action	Description of the Action	Deadline	Owner
	templates finals	final version of the IP <ul style="list-style-type: none"> • provide SDM with comments on Part D (e.g. Modifications related to the description/dates of the projects, updates of the information provided during the previous phases,..) • provide SDM with comments on the budget (e.g. Verification of the costs breakdown per year per each project, verification of the costs split per partners (multi-stakeholders project), project start date/end date,...) 		
18	Feedback on administrative & legal	SDM analyses the scanned copies of the Legal and Administrative documentation received and provides IPPs with comments (if needed)	16/12/2015	SDM
19	Upload of documents on TENtec	SDM uploads the scanned copies received by IPPs on TENtec system for the section where they are requested	16/12/2015	SDM
20	Elaboration and upload of technical parts and budget v2.0	SDM according to the additional comments provided by IPPs, uploads an updated version of technical part and budget V2.0	22/12/2015	SDM
21	Deadline to upload comments of technical parts and budget v2.0	IPPs: <ul style="list-style-type: none"> • provide SDM with comments on Part D (e.g. Modifications related to the description/dates of the projects, updates of the information provided during the previous phases,..) • provide SDM with comments on the budget (e.g. Verification of the costs breakdown per year included) 	11/01/2016	IPPs

#	Action	Description of the Action	Deadline	Owner
		per each project, verification of the costs split per partners (multi-stakeholders project), project start date/end date,...)		
22	Finalization Cost Effectiveness Analysis (CEA)	SDM finalizes the CEA at Action Level further elaborating the contributions provided at IPPs level.	13/01/2016	SDM
23	Elaboration and upload integrated technical parts and budget v3.0 for IPPs approval	SDM according to the comments provided by IPPs, uploads an updated version of technical part and budget V3.0 for final approval by IPPs	15/01/2016	SDM
24	Parts A, B, C finalization	SDM finalises Legal and Administrative documentation on TENtec. The documentation uploaded is ready for Member State endorsement	15/01/2016	SDM
25	Target date for original copies	End date for IPPs for provide SDM with all Legal and Administrative documentations in original. The originals have to be delivered to SESAR Deployment Manager-attn. Paola Di Giovanni Avenue de Cortenbergh 100, Brussels 1000, Belgium Please consider: A2.3 form original have to be provided by 15/02/2016	15/01/2016	IPPs
26	Approval technical parts and budget v3.0	IPPs final approval	19/01/2016	IPPs
27	Preparation and distribution of documentation for MS submission	SDM after the final approval provided by IPPs, elaborates the batch of documentation to be submitted, by IPPs, to each Member State involved in the proposal(s), in particular: - Part A - Part D	20/01/2016	SDM

#	Action	Description of the Action	Deadline	Owner
		for its Endorsement. Note: Any Applicant/Implementing Partners that cannot provide the agreement of the Member State concerned shall not be eligible		
28	Alert to MS about finalization of documents	SDM provides each Member State involved with a communication about the proposal(s) finalization and request for its Endorsement for submitting proposal(s) on the basis of Member State Contact points provided by INEA	20/01/2016	SDM
29	Request for MS endorsement	IPPs communicate to Members State that the documentation has been uploaded and ready for their endorsement (directly on the TENtec)	20/01/2016	IPPs
30	Provision of documentation to be approved	IPPs provide their Member States with the batch of documentation, elaborated by SDM, for their Endorsement	21/01/2016	IPPs
31	Provision of originals A2.3	IPPs provide SDM with the Final Endorsement received by Member State. The Endorsement must be provided to SDM in scanned copy (form A2.3) duly signed by Member State	10/02/2016	IPPs
32	TENtech upload finalization	SDM finalises the Applications on TENtech by uploading all documentation to be submitted related to the proposal(s) as requested by INEA.	10/02/2016	SDM
33	MS endorsement	Member State endorsement	10/02/2016	IPPs
34	Proposals submission	Proposal(s) submission	16/02/2016	SDM

5. Annexes

- Annex 1 - Application form Part A
- Annex 2 - Application form Part B
- Annex 3 - Application form Part C
- Annex 4 - Application form Part D
- Annex 5 - Financial Capacity Check
- Annex 6 - Guide for Applicants
- Annex 7 – Multi Annual Work Program
- Annex 8 – Annex I to the Work Program
- Annex 9 - General Call
- Annex 10 - Cohesion Call
- Annex 11 - CEF Regulation
- Annex 12 - EU Financial Regulation
- Annex 13 - Model Grant Agreement
- Annex 14 - Privacy Statement
- Annex 15 - Regulations Ten-T Guidelines
- Annex 16 - Rules of application
- Annex 17 - Cohesion Policy CBA Methodology
- Annex 18 - SESAR Framework Partnership Agreement (FPA)
- Annex 19 - Internal Cooperation Agreement
- Annex 20 – AUTHORIZATION – SESAR 2015 CEF Transport Calls
- Annex 21 - IP Template Call 2015_V1.0