

# CEF Digital Information Day

19 January 2022, 9:30-13:30











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# Agenda

- Welcome
- Priorities of the Call (topics)
- Q&A

#### Break

- Evaluation Process and Award Criteria
- Preparing a Successful Proposal and Budget requirements
- Introduction to the Funding & Tenders Portal and the Application Process
- Q&A



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# Evaluation Process and Award Criteria

Inmaculada AGUILERA
Call Coordinator
HaDEA.B1
Connecting Europe Facility Digital



# Tentative timeline

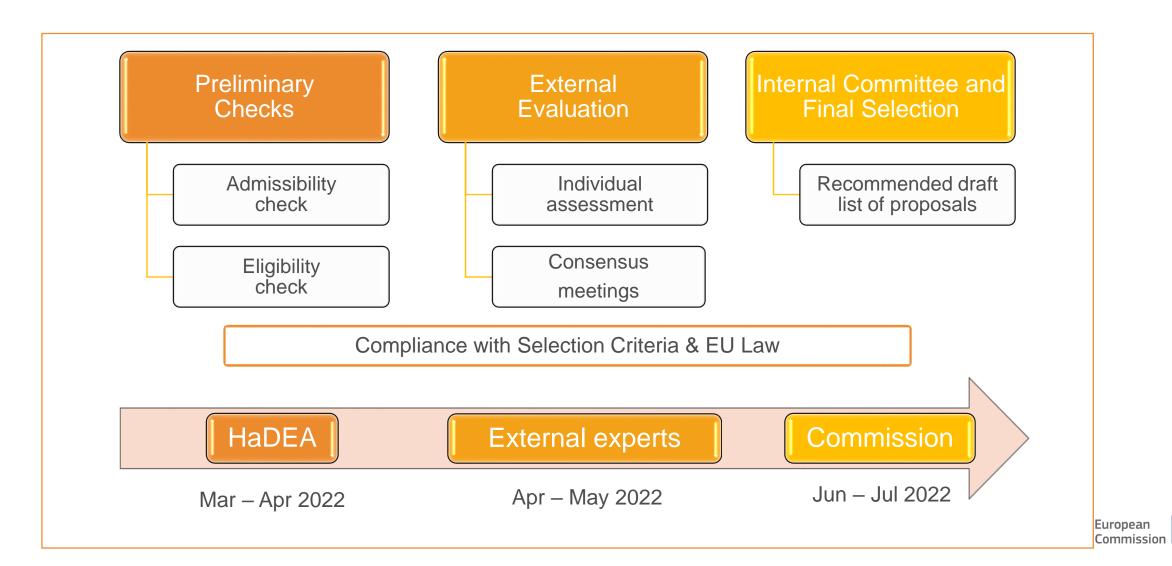
Call publication	12 January 2022	
Deadline	22 March 2022 17:00 (Brussels time)	
Evaluation of proposals	April - July 2022	
Information to applicants and Launch of Grant Agreement Preparation	August 2022	
Grant Agreement signature	November-December 2022	



# Evaluation process



# Principles for the evaluation and selection process



## Experts' tasks and role

# Understand call text and procedure

- Read briefing material
- Follow briefings

#### **Evaluate individually**

- (minimum) 3 experts per proposal
- Draft individual assessment
- No contact between experts

#### Reach a consensus

- Discuss comments and scores with other experts
- Prepare a consensus report for each proposal



### Final Selection Process (July - Sept 2022)

Preparation of Selection Decision

**EC Inter-Service Consultation** 

Consultation of CEF Coordination Committee Information to the European Parliament

Adoption of Commission Selection Decision

Information to Applicants
Launch of Grant Agreement Preparation



# Admissibility and Eligibility



## Admissibility

- Proposals must be submitted before the call deadline 22 March 2022, 17:00 CET
- Proposals must be submitted electronically via the <u>Funding & Tenders Portal Electronic</u> <u>Submission System</u>. Paper or e-mail submissions are NOT possible.
- Proposals must be complete, i.e. include all documents and mandatory annexes, using the templates provided in the Submission System. There will be no follow-up for missing documents.
- Proposals must be readable, accessible and printable.



# Completeness of documents + Annexes

	For studies and CSAs	For works
Application Form Part A — Structured data introduced online in the Submission	✓	<b>√</b>
System		
Application Form Part B — Technical description of the project (Word document to	✓	$\checkmark$
be filled in and uploaded as pdf)		
Part C additional project data and KPIs introduced online in the Submission System		✓
Detailed budget table per WP (Excel template to be filled in and annexed)	✓	✓
Timetable/Gantt chart	<b>√</b>	<b>√</b>
Agreement by the concerned Member States (letter of support)	✓	<b>√</b>
Activity reports of last year *	✓	<b>√</b>
List of previous projects (key projects for the last 4 years) *	<b>√</b>	<b>√</b>
Other annexes (security, etc.)	Check call text (section 5)	

<sup>\*</sup> Not needed for public bodies, Member State organisations and international organisations.



# Eligibility of the project

- The proposal is 'in scope': relates to the objectives, scope, and the types of activities that can be financed according to the call conditions.
- The proposed project activities take place in the eligible countries.



# Eligibility of the participants

- Applicants (beneficiaries and affiliated entities) must:
  - be legal entities (public or private bodies)
  - be established in one of the eligible countries, i.e.:
    - EU Member States (including overseas countries and territories)
    - For certain calls, entities controlled from non-EU countries are excluded
  - For some calls (e.g. Digital Global Gateways), entities from other countries can be exceptionally eligible if their participation is deemed essential for the implementation of the action
- Other entities may participate in other consortium roles, such as associated partners, subcontractors, etc.
- A minimum consortium composition is required for several topics (see section 6 of call text)



# Financial & Operational Capacity

- Financial capacity:
  - Applicants must have stable and sufficient resources to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects;
  - Financial capacity check will be carried out for all beneficiaries, except public bodies, international
    organisations or if the individual requested grant amount is ≤ EUR 60 000. The result may lead to a
    request for a financial guarantee.
- Operational capacity:
  - Assessed together with the 'Quality' award criterion, on the basis of the competence and experience
    of the applicants and their project teams;
  - Public bodies, Member State organisations and international organisations are exempted.





# **Award Criteria**



# Award criteria

Award criteria	Minimum pass score	Maximum score
Priority and urgency	3	5
Maturity	3	5
Quality	3	5
Impact	3	5
Catalytic effect	3	5
Overall (pass) scores	15	25



# Resolving ties

For proposals with the same score a priority order will be determined according to the following approach:

- 1. Score obtained under the 'Priority and urgency' criterion
- 2. Score obtained under the 'Maturity' criterion
- 3. Score obtained under the 'Catalytic effect' criterion
- 4. Score obtained under the 'Impact' criterion
- 5. Score obtained under the 'Quality' criterion.



# Priority and urgency of the Action

Evaluating correspondence of the proposal with the sectoral policy objectives and priorities, measuring its EU added-value and, where applicable, assessing the possible synergies with other sectors or CEF Digital topics and ensuring a geographical balance of the CEF digital support in the respective area

- Demonstrate how the proposed Action will contribute to sectoral policy objectives.
- Explain to what extent **EU level action** will help to reach policy objectives more effectively and faster compared to exclusively national level action.
- **Synergies** with other CEF sectors, other CEF Digital topics or other EU programmes (Resilience and Recovery Facility (RRF), Digital Europe, Horizon Europe, etc.).



## Maturity

Assessing the maturity of the action in the project development:

- i) the readiness/ability of the project to start and complete by the proposed dates
- ii) the status and planning of the contracting procedures and the necessary permits
- iii) information on the availability of the financial resources needed to complement the CEF investment
- Preparatory steps already completed or envisaged and confirmation that the project can be carried out without delay
- Confirmation that the proposed project is mature enough to be financed under this call
- Procurement procedures needed, contracts awarded and planned
- Financial viability and commitments, explaining efforts to secure other sources of funding
- Summary of the public consultation
- Authorisations, approvals and permits



# Quality

Evaluating the soundness of the implementation plan proposed (both from the technical and financial point of view), the architecture and design approach, the organisational structures put in place (or foreseen) for the implementation, the risk analysis, the control procedures and quality management and the communication strategy. When applicable, it will also assess the information related to the operations/maintenance strategy proposed for the completed project

- Resources needed (financial and human) to implement the project, evidence that the project is correctly sized
- Organisational structure and cooperation between applicants
- Project management, quality assurance and control procedures
- Risk management methods and procedures
- Risk assessment



### **Impact**

Assessing, when applicable, the economic, social, competition and environmental impact, including the climate impact, and other relevant externalities. This criterion may be substantiated by a Cost Benefit Analysis (CBA). It will also assess the safety, security, cybersecurity of telecommunication networks, interoperability and accessibility aspects of the proposal, innovation and digitalisation, as well as its cross-border dimension, and contribution to network integration and territorial accessibility, including particular for Outermost Regions and islands. Moreover, it will assess potential complementarities with other public funding programmes

- Positive externalities, namely in terms of economic, social, competition and environmental impact, including the climate impact
- Safety, security, cybersecurity of telecommunication networks
- Interoperability and accessibility aspects of the proposal
- Innovation and digitalization
- Cross-border dimension, including area of impact, Member States concerned, cooperation between Member States and promoters



# Catalytic effect

Evaluating the financial gap, the capacity to mobilise differentiated investments sources, the capacity to trigger important overall investments with limited EU support and when appropriate the extent to which externalities justify the CEF financial assistance. It shall assess the catalytic effect of the EU financial assistance and determine whenever possible the actual co-funding rate to be granted

- Demonstrate why the CEF grant makes a **positive difference** to the Action in terms of accelerating its implementation
- Explain the difficulties in obtaining market finance and how the grant can help to overcome this shortage
- Will the CEF grant help to mobilise additional public and private sources of financing?
- Explain if the proposed investment is made in challenging areas where there is an indication of market failure and how this has been assessed



#### To note!



- Information provided under the different criteria must be coherent and consistent across the application
- The application should convincingly demonstrate the need for EU funds
- Important to check that all application form sections are complete and all required supporting documents are submitted
- Proposals are limited to maximum 120 pages (Part B). Any additional pages will be made invisible to the evaluators by the system. Supporting documents do not count towards page limit.
- All beneficiaries, affiliated entities and associated partners must be registered in the <u>Participant Register</u> before submitting the application.





# Evaluation results



#### Results of the evaluation

- All proposals will be informed about the evaluation result (evaluation result letter).
   Successful proposals will be invited for grant preparation; the other ones may be put on a reserve list or rejected.
- Invitation to grant preparation does NOT constitute a formal commitment for funding.
   We will still need to make various legal checks before grant award: legal entity validation, financial capacity, exclusion check, etc.
- If you believe that the evaluation procedure was flawed, you can submit a complaint (following the deadlines and procedures set out in the evaluation result letter).



## **Grant preparation**

- Grant preparation involves a dialogue in fine-tuning of technical and financial aspects, such as milestones, deliverables, etc., and implementation of recommendations from evaluation if applicable
- Grant Agreement provisions are defined in the Model Grant Agreement (MGA) and not-negotiable
- The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents



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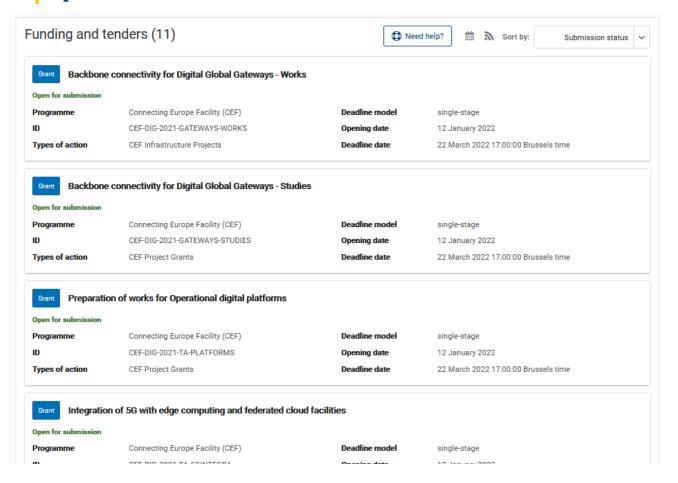


# Preparing a successful proposal

Karina MARCUS
Project Advisor
HaDEA.B1
Connecting Europe Facility Digital



# Funding & Tenders portal → the submission platform



#### **Direct link to calls**



Direct link to user guide

https://webgate.ec.europa.eu/funding-tendersopportunities/display/OM/Online+Manual



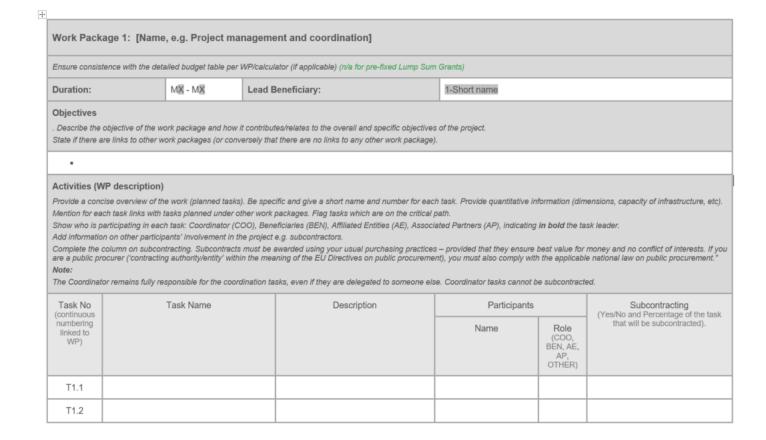
# Pay attention to terminology (I)

- Project: The term 'project' used in the call text, application form and other documents is synonymous to the term 'action' used in the CEF Regulation (see definition article 2)
  - Article 2 (CEF Regulation 2021/1153): "action" means any activity which has been identified as financially and technically independent, has a set time-frame and is necessary for the implementation of a project.
- Work Package: a Work Package (WP) is a major subdivision of the project
  - Ex: Project Management, Preparation of Detailed Design and Tender Documents,
     Construction of antenna
  - WPs can run in parallel and/or be sequential



# Pay attention to terminology (II)

- Task: subdivision of WPs
  - Ex: Within WP "Project
    Management": coordination
    meetings, accounting, project
    monitoring.
     Ex: Within "core" WPs:
    Detailed documentation,
    construction and acceptance
    tests of the facilities.
  - You need to estimate percentage of subcontracting for each task
  - Recommendation: do not define sub-tasks





# Quality of proposal (I)

#### Who will read your application?

- External evaluators:
  - Their individual expertise may not cover the entire technical background of your proposed project
  - Will have several proposals to evaluate within a limited timeframe
- EC staff:
  - HaDEA: to check proposal's admissibility & eligibility
  - > DG CNECT: an internal committee will recommend a draft list of selected proposals



# Quality of proposal (II)

#### What is the reader looking for?

- 1. Simple language
  - Avoid jargon and do not take any background knowledge for granted
- 2. Information easy to find
  - ➤ It is your responsibility to demonstrate how your proposal addresses the award criteria as indicated in the call text. The evaluation of your proposal is based on the content you provide in the application form; be as specific and clear as possible. No assumptions or requests for additional information will be made.
- 3. Mandatory annexes
- 4. Relevant maps, graphs, etc. (voluntary annexes)



# Quality of proposal (III)

#### Project's Scope (1/2)

#### What

- What is the <u>Project</u> about?
  - Ex: Inception Study, preparation of permitting documents, ...
- What are the technical parameters of the project?
  - Ex: 5G coverage in km, length of submarine cable, data transfer rate between cloud nodes, ...

#### How

- How will the Project's objectives be reached?
  - WPs, Tasks, Milestones, Deliverables



# Quality of proposal (IV)

Project's Scope (2/2)

#### Who

- Who will carry out the project?
  - Ex: all tasks of the project will be carried out by internal and external resources.
  - ➤ Subcontracting per WP (Procurement aspects)

#### Why/Results

- What are the expected results of the project?
  - Ex: use-case supporting of schools, mobility enabled on a specific corridor, final procurement documents prepared, approval of permitting documents, etc.



## Procurement aspects



#### To keep in mind

- Compliance with EU law (sound financial management, best value for money, no conflict of interests, transparency, equal treatment etc.)
- Depending on applicant's status: to establish whether a proposed project is to be implemented in compliance with EU law on public procurement.
- During implementation:
  - procurement is verified at payment time.
  - non-compliance leads to rejection of costs or reduction of support.



# Quality of proposal (V)

#### Work Packages

#### What

- What are the objectives of the WP?
  - ➤ Ex: commissioning of cable, preparing documentation
- Clear WP name matching its description.
  - Ex: Detailed Design and Tender Documents, Deployment of cable

# Tasks, Deliverables and Milestones

- What are the tasks in the WP?
  - Ex: construction and acceptance tests of the facilities, supervision of the construction
- What are the deliverables?
  - Ex: application documents and the acknowledgement of receipt by the competent authority, report on the completed deployment works.
- What are the milestones?
  - Ex: Selected service provider for deployment, 60% of the deployment of the cable completed



## Quality of proposal (VI)

## Milestones

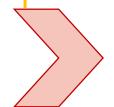


### 3 Rules of thumb

- 1. Each work package should have at least 2 milestones START → END.
- 2. Work packages lasting >1 year, ideally at least one milestone every 12 months.
- 3. Means of verification should be reliable and realistic.
  - Ex: Written notification of the contractor to the beneficiaries, Publication of the notice of the tender in the OJEU, Contractor's progress report approved

Milestone No.	Milestone description	Milestone Summary	Due date	Means of verification
1				

## Quality of proposal (VII)



Make sure that a "common thread" runs through your proposal combining objectives, WPs, resources and planning in a way that is coherent with achieving the stipulated deliverables

- Information in one part of the application matches the information in another.
  - Ex: supporting documents do not contradict the info in application form part B.
- Information is presented in a logical way.
  - ➤ Ex: administrative procedures are presented in chronological order in the work package table, basic study finalised before Design study starts.
- Gantt chart is consistent with the work package dates, milestones etc.



## Applicant's checklist (I)





- **Scope**: Does your proposal fit in the scope of the Work Programme and the call for proposals for which you are applying?
- Proof read your proposal
  - Do one last check to ensure that your proposal is clear and easy to follow and explain issues, including local context, that may be evident to you
  - External evaluators can only assess your proposal on the basis of provided information – no assumptions will be made
  - Make sure that your proposal demonstrates the added value of CEF Digital funding



 Make sure that you use the application forms and templates provided on the Submission System – the use of those forms is compulsory



## Applicant's checklist (II)



### Did you...

- ...encode all sections of application form part A directly in the F&T platform?
- ...read through, complete, and upload application form part B?
- ...complete part C directly in the F&T platform (if relevant)?
- ...attach all mandatory annexes (see presentation "Evaluation and Award Criteria")?



- Deadline by 22 March 2022 at 17:00 (Brussels time)
  - Complete your application sufficiently in advance to avoid any last minute technical problems. Don't leave submission for the last day!

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## Budget



Detailed budget breakdown per cost category

II. Detailed budget table per work package

NOTE: I and II are mandatory to be encoded/submitted with each proposal



### I) Detailed budget breakdown per cost category- 1

- Structured financial information encoded directly via the Funding & Tenders portal
- Based on five cost categories: A. personnel, B. subcontracting, C. purchase,
   D. other cost categories and E. indirect costs
- To be encoded per participant

**IMPORTANT**: 'financial support to third parties' and 'land purchases' are ineligible costs under CEF Digital – these columns should be left empty.

Indirect costs are not applicable under CEF Digital call (flat rate of 0%)



## I) Detailed budget breakdown per cost category - 2

- In principle one funding rate per proposal, which could be increased ("top-up") under certain conditions (see the specific call funding conditions).
- One exception for different funding rates in one proposal, if applicable: 'D.4 works in outermost regions', and "D.2 studies" (in a works proposal), with a respective fixed funding rate.
- One possibility to extend the base of eligible costs: category 'D.3 Synergetic elements' in works proposals. It does not imply a funding rate different to the entire proposal.



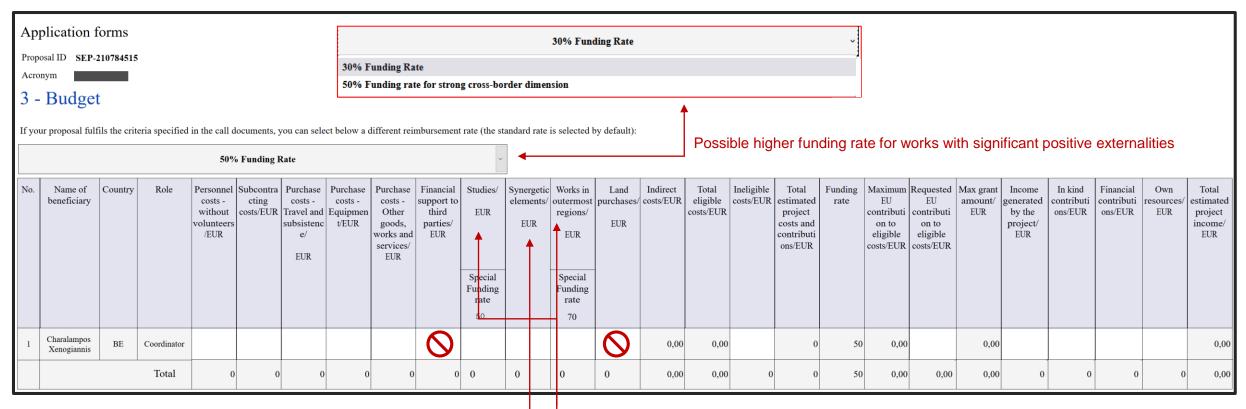
### I) Detailed budget breakdown cost category - 3

- A. Personnel cost
- B. Subcontracting costs: contracts for goods, works or services that are part of the action tasks
- C. Purchase costs: contracts for goods, works or services needed to carry out the action (e.g. equipment, consumables and supplies) but which are not part of the action tasks

REMINDER: procurement rules and principles to be respected



### I) Detailed budget breakdown cost category - works



Cost category D.3 allows to extend the base of eligible cost to elements of other CEF sector, same funding rate as other cost categories

Cost categories D.2 and D.4: costs in this category have a dedicated funding rate



### II) Detailed budget table per work package

- Encoded in an Excel file available for <u>download</u> and to be uploaded after completion (unstructured financial information)
- Based on costs per work package
- To be encoded as costs per work package, per applicant (several applicants per work package are possible) and per reporting period
- Calculates the totals per work package and per applicant for each reporting period



START (BUDGET FORECAST PER WP) **PROJECT DATA Project number:** Project acronym:

Work package Funding Rate name WP name 1 0% 0% WP name 2 WP name 3 0% WP name 4 0%

**Participant name** Participant name1 Participant name2

**DETAILED BUDGET TABLE PER WP** PROJECT DATA Project number: 0 Project acronym: BUDGET BREAKDOWN PER WORK PACKAGE AND PARTICIPANT Reporting period can be added/deleted as needed **Funding rate** EU Reporting Reporting Reporting Reporting Reporting Total Work Package **Participant** (for work period 1 period 2 period 3 period 4 period 5 costs contribution package) WP name 1 Participant name1 0.00 0.00 0.00 0.00 0.00 0.00 0% 0.00 WP name 1 0.00 0.00 0.00 0.00 0.00 0% Participant name2 0.00 0.00 0% WP name 2 Participant name1 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0% WP name 3 Participant name1 0.00 0.00 0.00 WP name 4 0.00 0.00 0.00 0.00 0.00 0.00 0% Participant name1 0.00 0.00 0.00 0.00 0.00 Total 0.00 0.00 0.00

EU CONTRIBUTION TOTAL COSTS ENCODE VALUE FROM EGRANTS DIFFERENCE 0



### Consequences for budget planning and structure

- Total costs must match between the tables per cost category (structured) and per work package (unstructured financial information)
- In case of divergences the information in the budget per cost category in the structured data will prevail
- Plan and prepare your accounting and reporting: any cost foreseen to be claimed for reimbursement in the future must be clearly attributable under both approaches (cost categories and work packages)



## Contact us

Questions on the CEF-Digital calls should be sent to HADEA-CEF-DIGITAL-CALLS@ec.europa.eu

For IT/technical issues on the Portal Submission System, questions should be sent to <u>IT Helpdesk</u>

Take some time to fill in the short feedback survey in the streaming page!

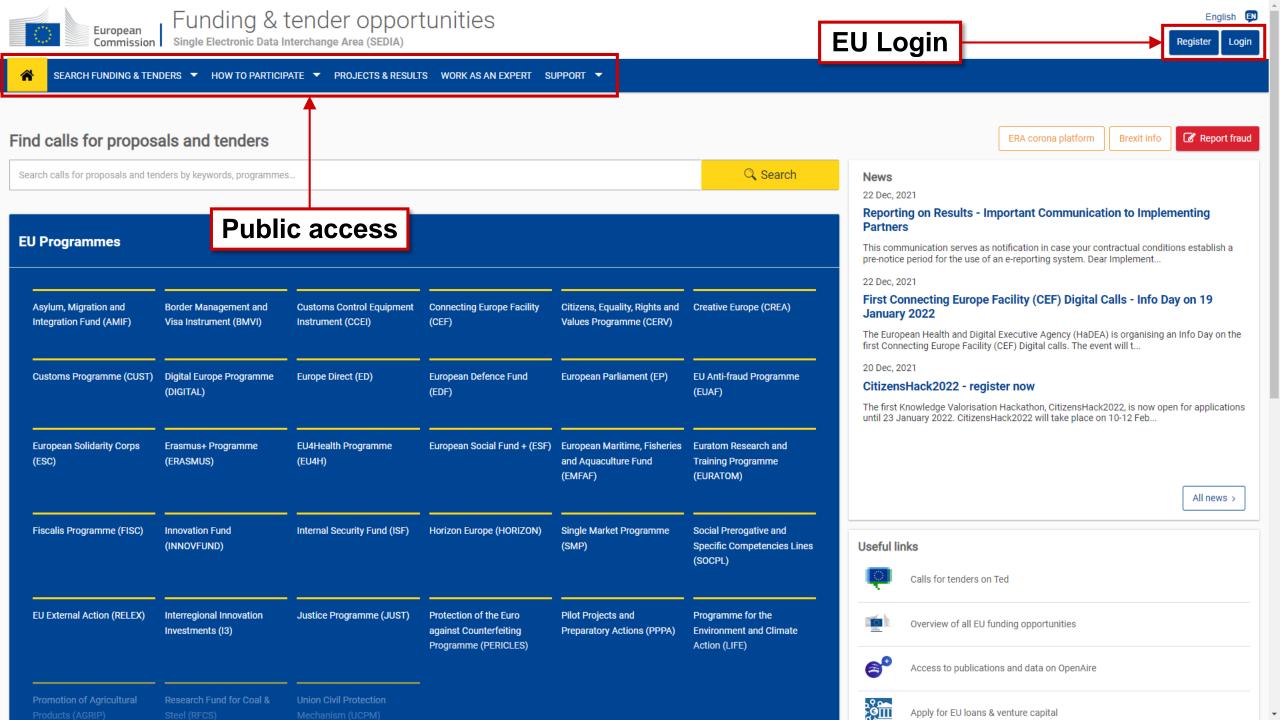


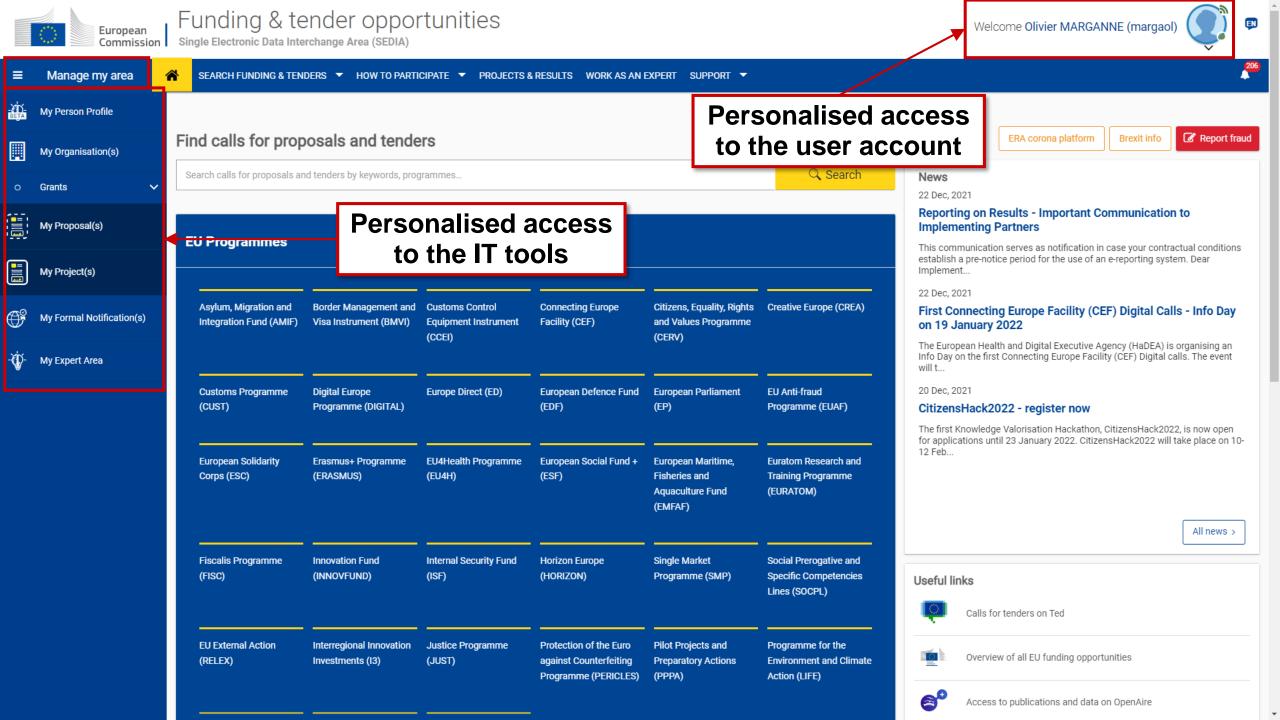


# The Funding & Tenders Portal: what you need to know

**Olivier MARGANNE** 

Common Implementation Centre Business Processes – RTD H3





## Personalised services

Personalised access to the Funding & Tenders Portal is based on 3 elements:

- 1. Each user is supposed to have a unique EU Login account, which is the unique identifier for persons (linked to their professional email address).
- 2. Each EU Login account is linked to one (or more) **PIC number**(s), which are the unique identifier for organisations.
- 3. Each EU Login account is linked to all the roles that the user has in projects and/or organisations through IAM.























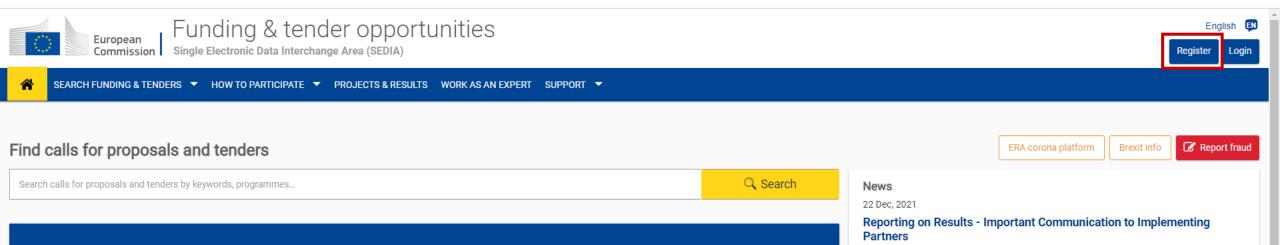
## 1. EU Login

Creating your personal account



## Create a new EU Login account

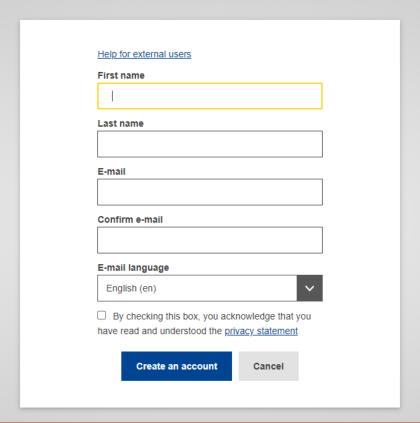
- Click on the "Register" button
- Enter your name & e-mail address
   (single sign-on: 1 EU Login account = 1 e-mail address = 1 person)
- Click on the link you receive via e-mail
- Set up your password





Create an account Login

### **Create an account**



### DO NOT SHARE YOUR EU LOGIN CREDENTIALS!



European Union 🗹 EU institutions 🖸

About EU Login Cookies Privacy Statement Contact Help

## 2. Getting a PIC

Registering your organisation



## PIC (Participant Identification Code)

- Registering an organisation requires an EU Login account
- Every organisation taking part in a proposal must have a PIC (required in the proposal submission system!)
- Please make sure your organisation is not registered already



SEARCH FUNDING & TENDERS ▼

HOW TO PARTICIPATE ▼

PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▼

The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

#### Participant Register

### **Participant Register**



If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

#### Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

### PIC search:

Check whether your organisation is already registered / Look for any existing PIC

#### Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return

Register an organisation Additionally, 1 in the Participant Register assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

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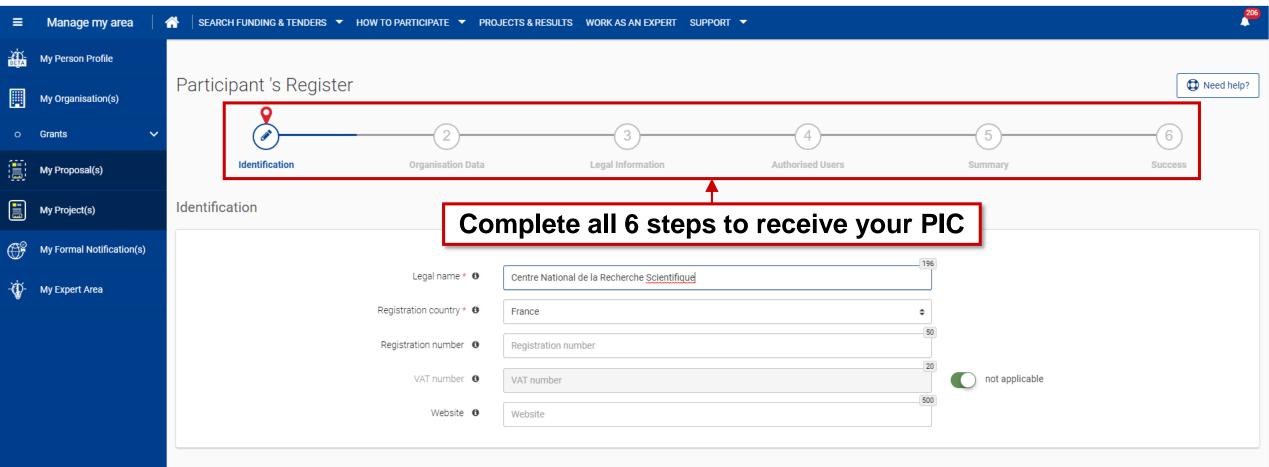
after one year

### Funding & tender opportunities

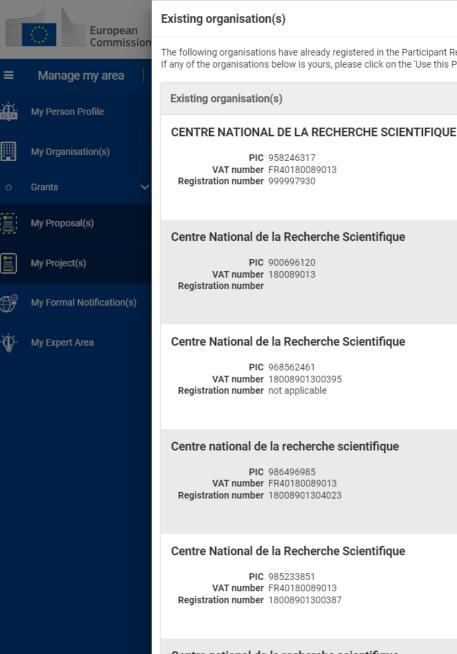
Commission | Single Electronic Data Interchange Area (SEDIA)







You may save and resume your registration at any time



### Existing organisation(s)

PIC 958246317

PIC 900696120

PIC 968562461

PIC 986496985

VAT number FR40180089013

Registration number 18008901304023

VAT number 18008901300395

Registration number not applicable

VAT number 180089013

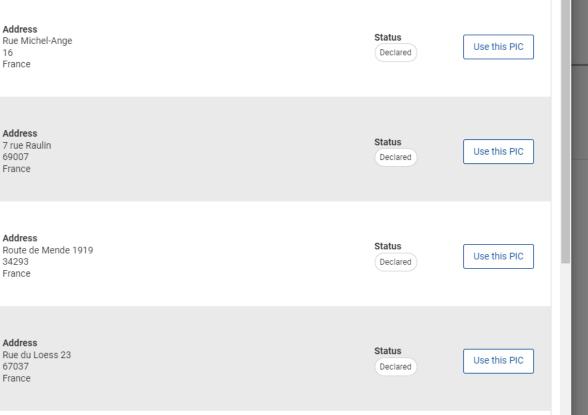
Registration number

VAT number FR40180089013

Registration number 999997930

The following organisations have already registered in the Participant Register. If any of the organisations below is yours, please click on the 'Use this PIC' button to proceed

### A background check for duplicate PICs is taking place in parallel



### Centre National de la Recherche Scientifique

PIC 985233851 VAT number FR40180089013 Registration number 18008901300387 Address rue Michel Ange 3 75794 France

Address

France

Address

69007

France

Address

34293

France

Address

67037

France

Rue du Loess 23

7 rue Raulin

16

Rue Michel-Ange

Centre national de la recherche scientifique

Use this PIC

Status

Declared

NE (margaol)

Need help?

## Participant Register

- The person who registers an organisation receives the Self-Registrant role: this person is the contact person with the Commission services for this organisation until a LEAR is appointed
- When the registration is completed, the PIC number is **provisional**, meaning that the submitted data then needs to be validated by the Validation Services
- The validation of the organisation is only triggered once the organisation is **part of a successful proposal**; it is then flagged in the system with the Grant Signature date for the Validation Services to operate
- All contact with the Validation Services must take place inside the Participant Register

## 3. Roles – access the tools

The Identity and Access Management (IAM)

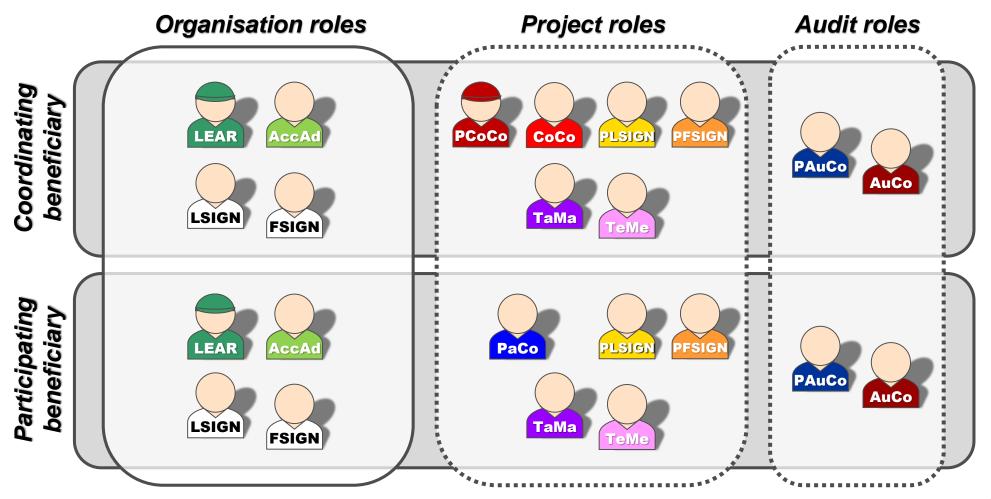


## The Identity and Access Management

- The Identity and Access Management allows the management of access rights of users of the Funding & Tenders Portal.
- It gives a **personalised and secure access** to the different services of the Funding & Tenders Portal.
- Minimum involvement by the Commission/Agency staff allowing for flexibility in the online management of the consortium.
- Any change in the roles of the users is saved to allow a monitoring & tracking service.

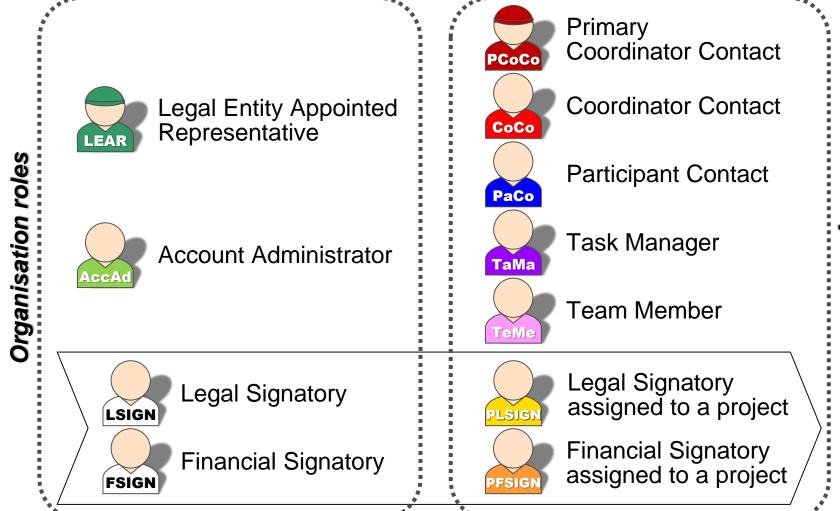


## The Identity and Access Management





## Nomenclature



Project roles



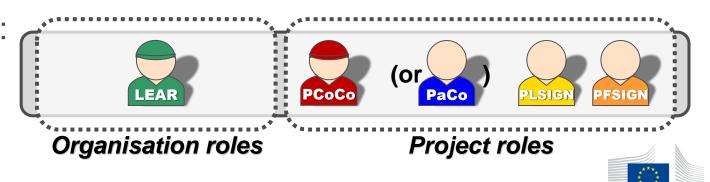
## Important remarks

• Only the LEAR and Primary Coordinator Contact are defined/modified by the Commission.





- Only the LEAR and Primary Coordinator Contact roles are unique.
   There is no technical limitation in the amount of other roles (you may appoint as many or as few as needed).
- One person can have several roles at the same time.
- Minimum configuration:



## Who can do what?

## Project roles Read all forms Write all forms







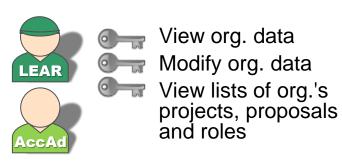


Submit own forms to coordinator (except financial forms)





### Organisation roles







View org. data
View lists of org.'s
projects, proposals
and roles



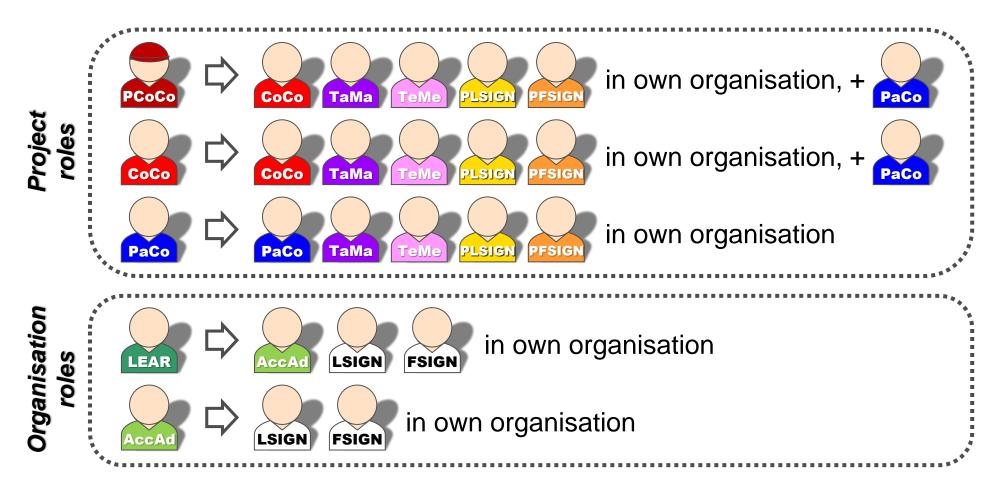
## The nomination process: "Original roles"

Some roles are automatically provisioned in the early stages of the Project ("original roles") as follows:

- The proposal initiator in the proposal submission phase will automatically be recognised as the Primary Coordinator Contact.
- The "Main Contacts" of the participating organisations identified during proposal submission will become Participant Contacts at the beginning of the grant preparation.
- The LEAR is validated by the Commission during the validation process of his/her organisation.



## The nomination/revocation process





## How to nominate/revoke someone?

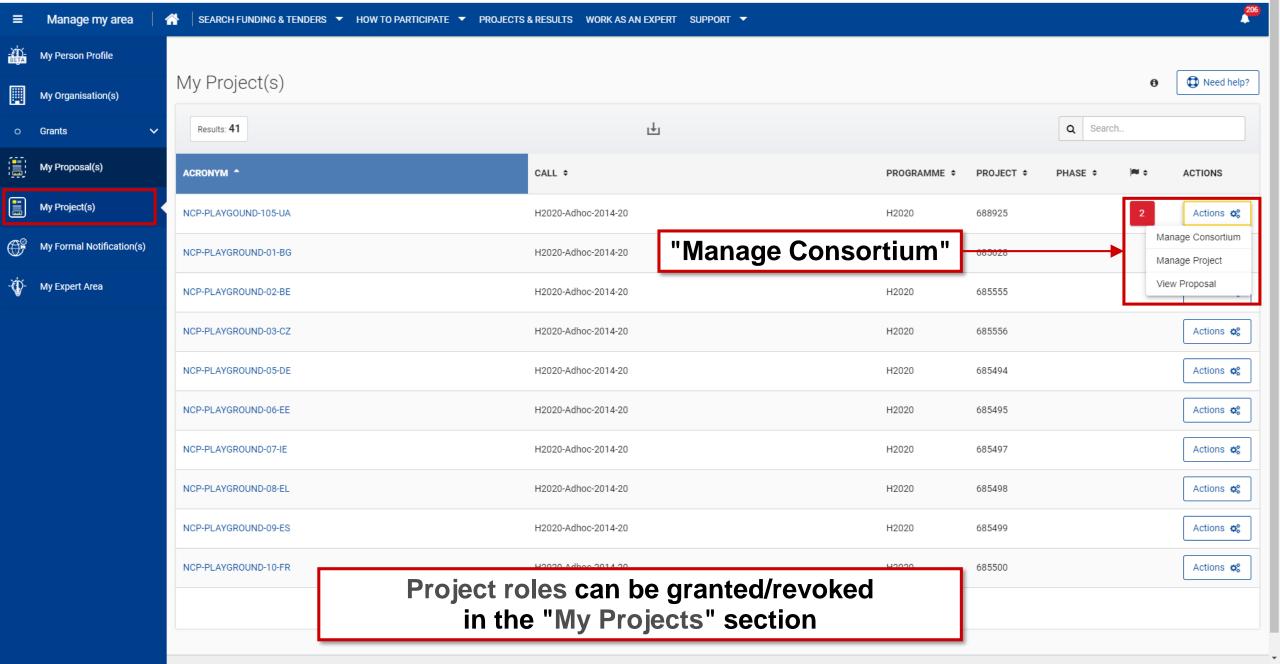
- To grant a role, the e-mail address of the "new user" will have to be filled in;
   this e-mail address should be the same as the one used
   for the EU Login account of the "new user".
- If this "new user" has no EU Login account, he/she will automatically receive an invitation to create his/her EU Login account.



Commission | Single Electronic Data Interchange Area (SEDIA)



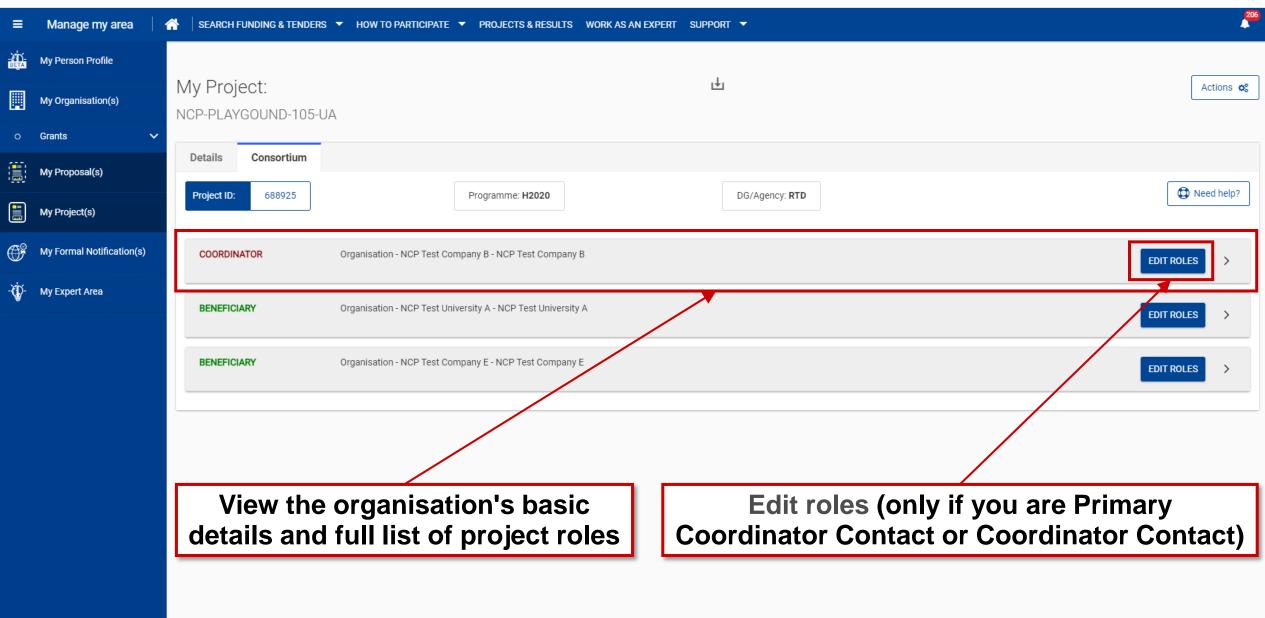




### Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)

Welcome Olivier MARGANNE (margaol)

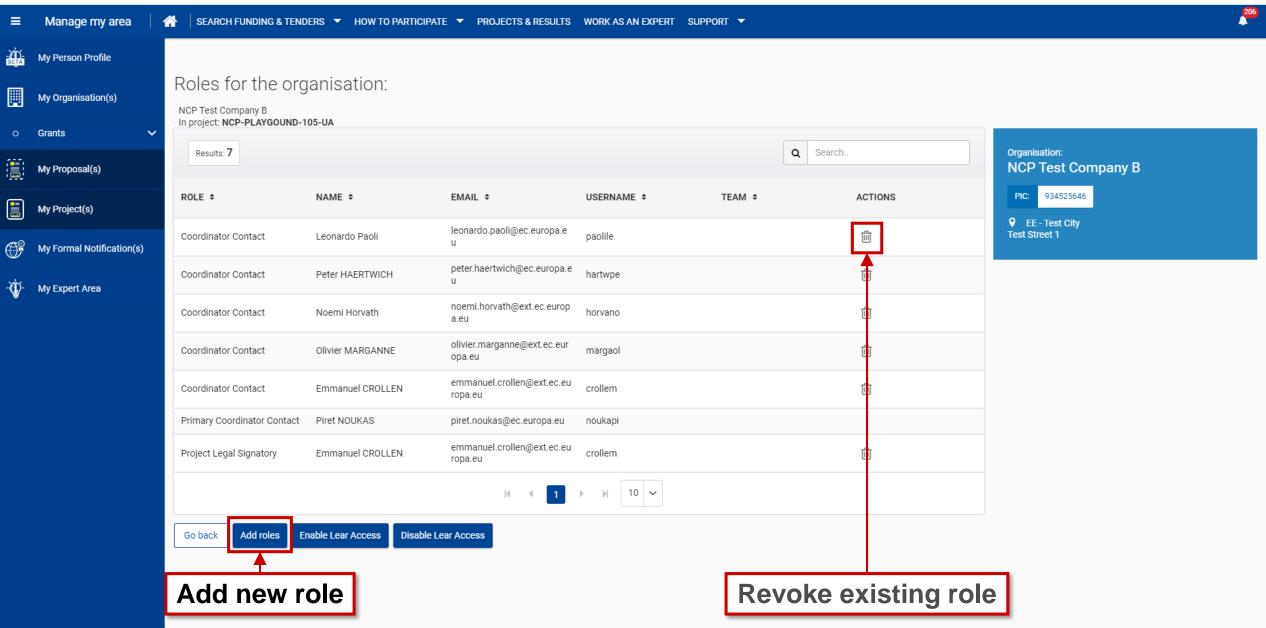




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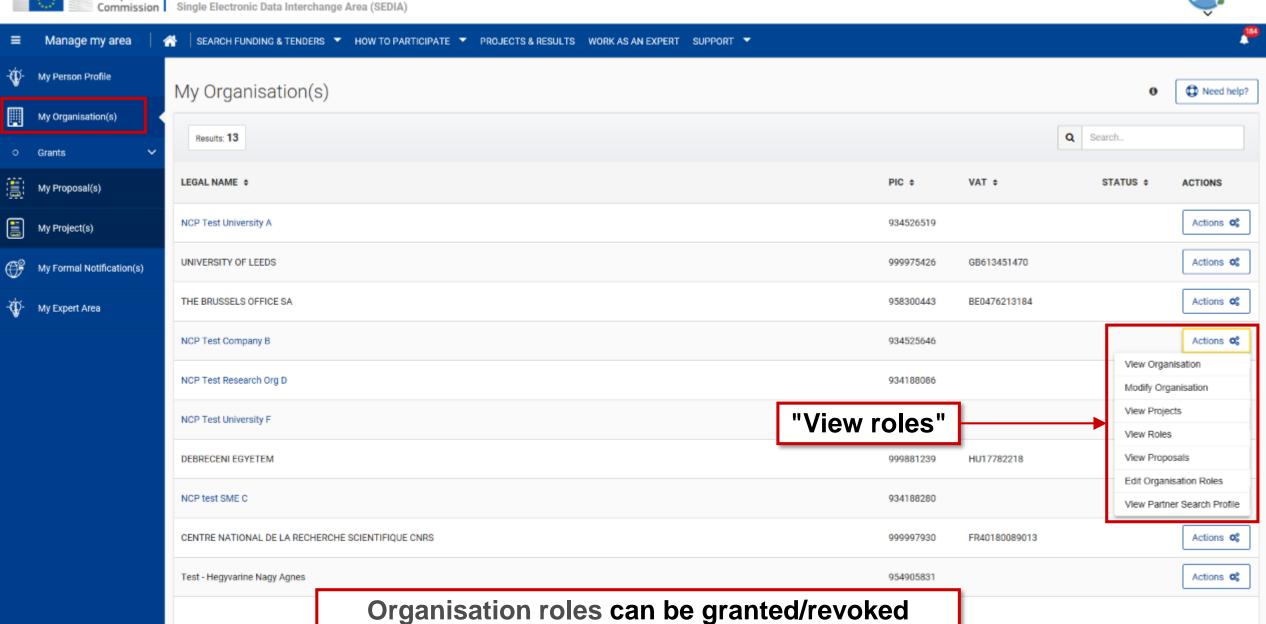






Welcome Olivier MARGANNE (margaol)



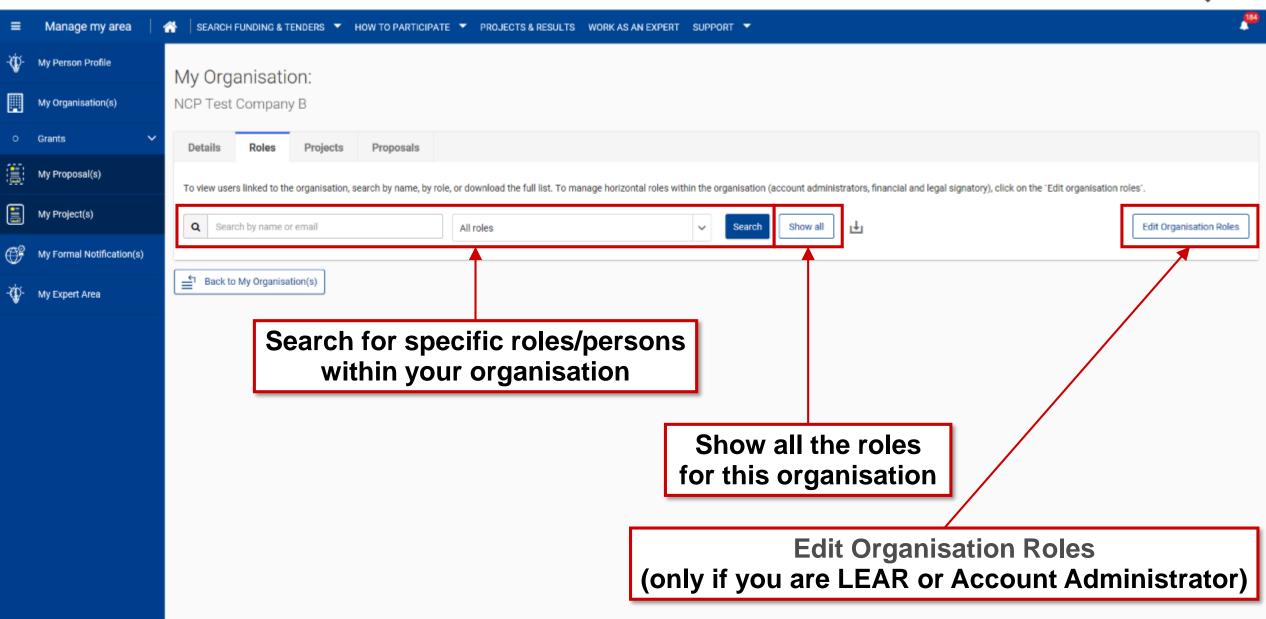


in the "My Organisations" section

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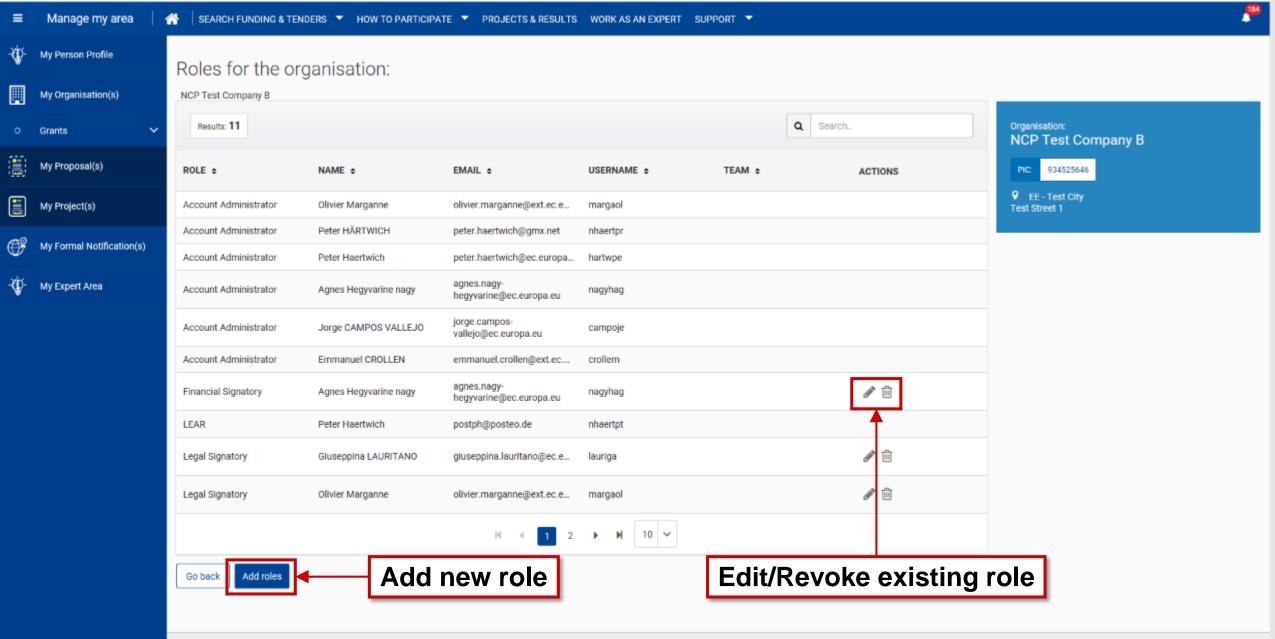




Single Electronic Data Interchange Area (SEDIA)



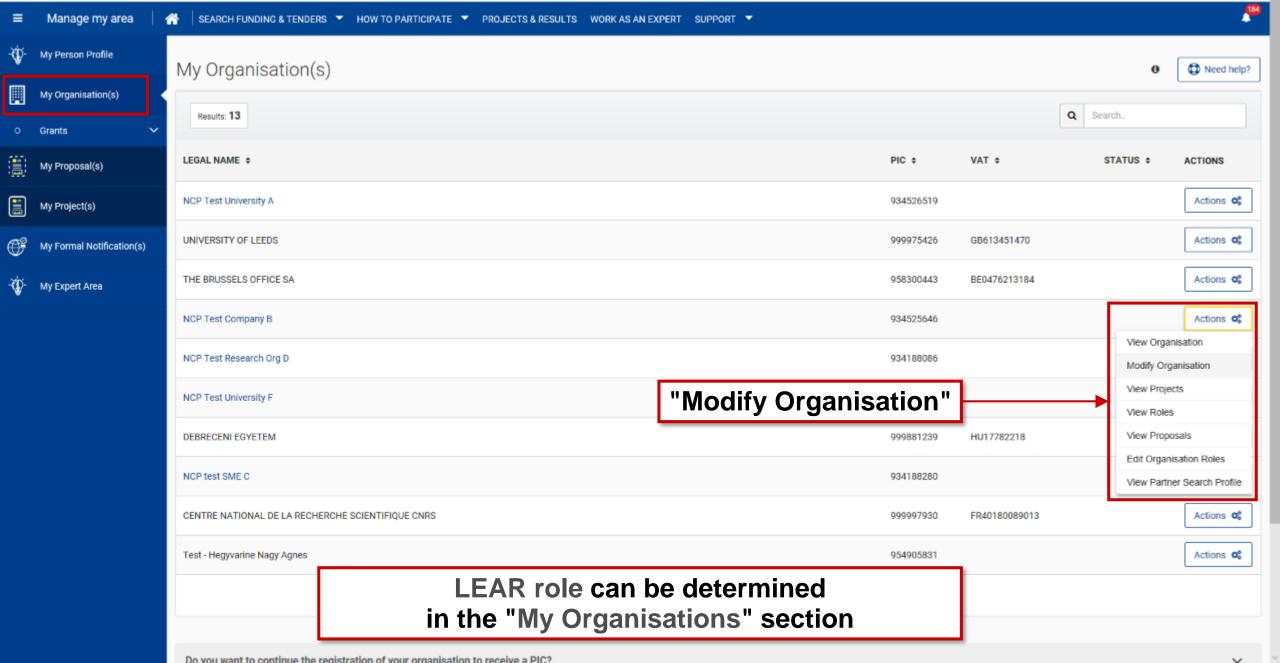




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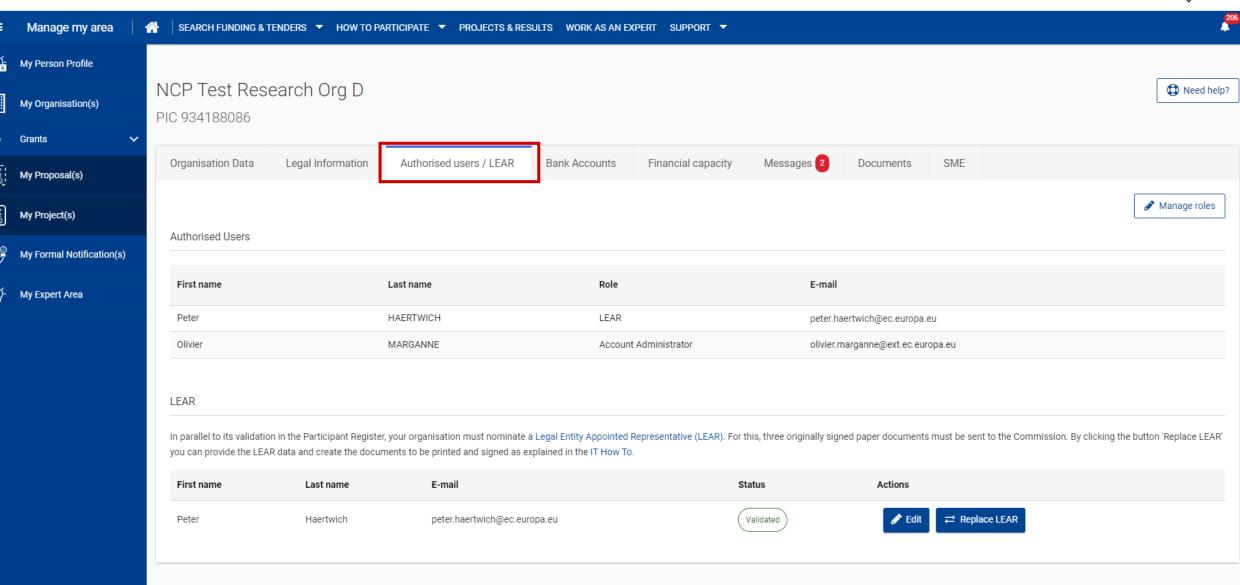




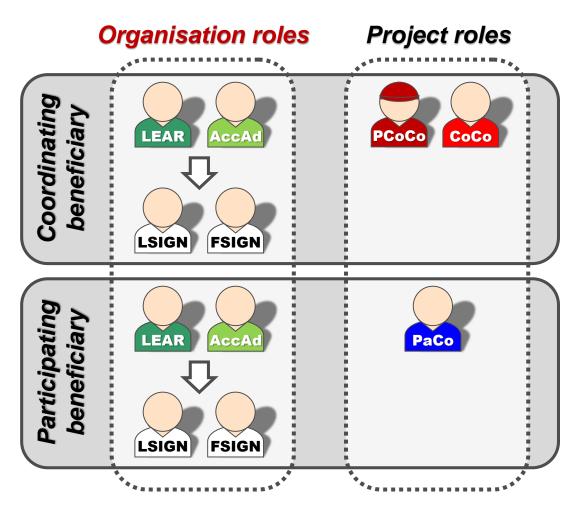


Welcome Olivier MARGANNE (margaol)





# The nomination process: LSIGN/FSIGN



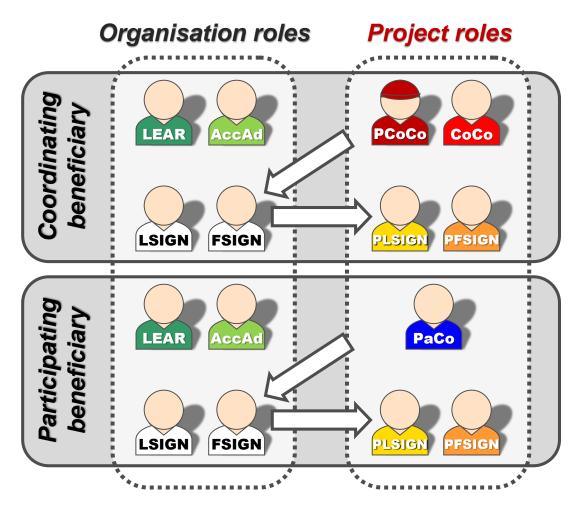
 The LEAR (or Account Administrators) nominate as many LSIGNs / FSIGNs as they want.

#### At this stage:

- the FSIGN cannot do anything
- the LSIGN has read-only access to the organisation's data and lists of projects, proposals & roles.



# The nomination process: LSIGN/FSIGN



2. The (Primary) Coordinator
Contacts / Participant Contacts
need to assign to their project
as many LSIGNs / FSIGNs
for their own organisation
as needed.

The PLSIGN and PFSIGN now have access to their tools.



# My Project(s)

- Access to the list of projects the user is involved in
- Access to the project-related services:
  - Grant preparation / Grant signature
  - Amendments
  - Reporting tools
- View of the consortium's roles for a given project
- Grant/revoke roles for a given project (provided the user has the authorisation to do so)



## Paperless submission

- Only the LSIGNs/FSIGNs get access to the "Sign and submit" button
- "Sign and submit" triggers the creation of an eReceipt that is stored in the electronic project archive
- Electronic receipt = **digitally signed PDF version** of the submitted document
- Both the content of the document and a set of metadata (time stamp, EU Login credentials of submitter) are digitally sealed
- All persons needing to know (including the LEAR) are notified on the transaction and have access to the eReceipt



# Value of the eReceipt

- The digital signature mechanism, using a public-private key pair mechanism, uniquely binds the eReceipt to the transaction and ensures its full integrity.
   Therefore a complete digitally-signed trail of the transaction is available both for the beneficiaries and the Commission.
- The eReceipt is stored in the project archive where it can be downloaded at any time by any actor in the project and stored on other electronic media.
- Any attempt to modify the content will lead to a break of the integrity
  of the electronic signature, which can be verified at any time
  by clicking on the signature in the PDF document.



# My Organisation(s)

- Manage the registration & update the organisation's data in the Participant Register
- Read-only access to the organisation's list of all roles, proposals and projects
- Nominate/revoke organisation roles
- Manage public organisation profile and "partner search" requests





#### Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)

#### Partner search





Topic

Call

SEARCH FUNDING & TENDERS ▼

HOW TO PARTICIPATE ▼

PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▼





Q Search the results

#### Involvement in EU funded programmes

Keyword Type your Keywords

#### Type a topic ..

#### Select a call ..

#### Programme

S	lect a Programme	~

#### Search by Organisation details

Organisation name Fraunhofer

#### Organisation type

	v
Country	
-	~

Select a city ...

#### Partner Search



Results: 12

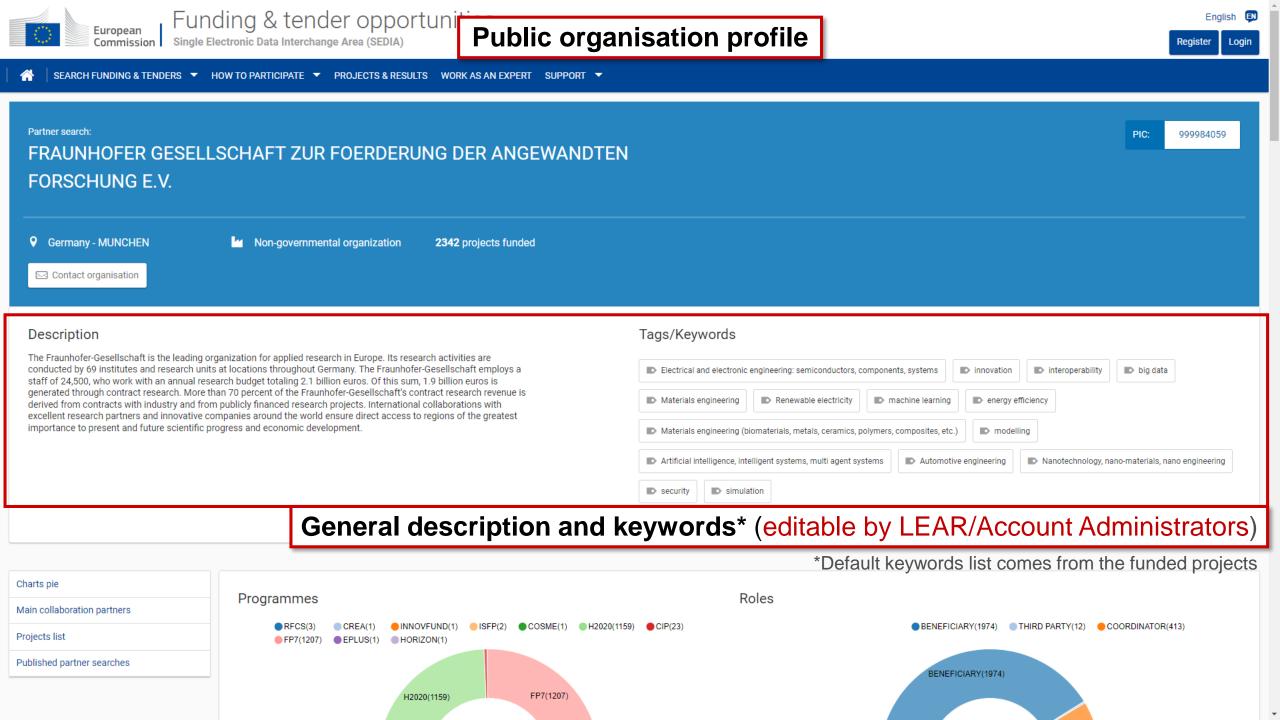
Any use of the Funding and Tenders Portal for a commercial purpose is forbidden. Any misuse of it will lead to the refusal of access to the Funding and Tenders Portal. For more information, please consult the Funding and Tenders Portal Terms and Conditions.

#### Find partners for your project ideas among the participants in past EU projects.

- · Enter a keyword or a topic of a past call for proposals for finding related organisations.
- · Search by geographical criteria or by types of organisation.
- · For more specialised partner search service see the Online Manual.

		_		·	
ORGANISATION NAME \$	ORGANISATION TYPE ‡	ORGANISATION STATUS \$	COUNTRY ÷	CITY ÷	#PROJECTS -
FRAUNHOFER GESELLSCHAFT ZUR FOERDERUNG DER ANGEWANDTEN FORSCHUNG E.V.	Non-governmental organization	VALIDATED	Germany	MUNCHEN	2342
Fraunhofer Austria Research GmbH	Research Organisation	VALIDATED	Austria	Vienna	5
STIFTELSEN FRAUNHOFER- CHALMERS CENTRUM FOR INDUSTRIMATEMATIK	Small or medium-size enterprise	VALIDATED	Sweden	GOETEBORG	5
ASSOCIAÇÃO FRAUNHOFER PORTUGAL RESEARCH	Research Organisation	VALIDATED	Portugal	PORTO	4
FRAUNHOFER UK RESEARCH LIMITED	Research Organisation	VALIDATED	United Kingdom	GLASGOW	4
FRAUNHOFER ITALIA RESEARCH SCARL	Research Organisation	VALIDATED	Italy	BOLZANO	3
FUNDACION FRAUNHOFER CHILE RESEARCH	Research Organisation	VALIDATED	Chile	Santiago de Chile	1

Ш

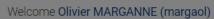




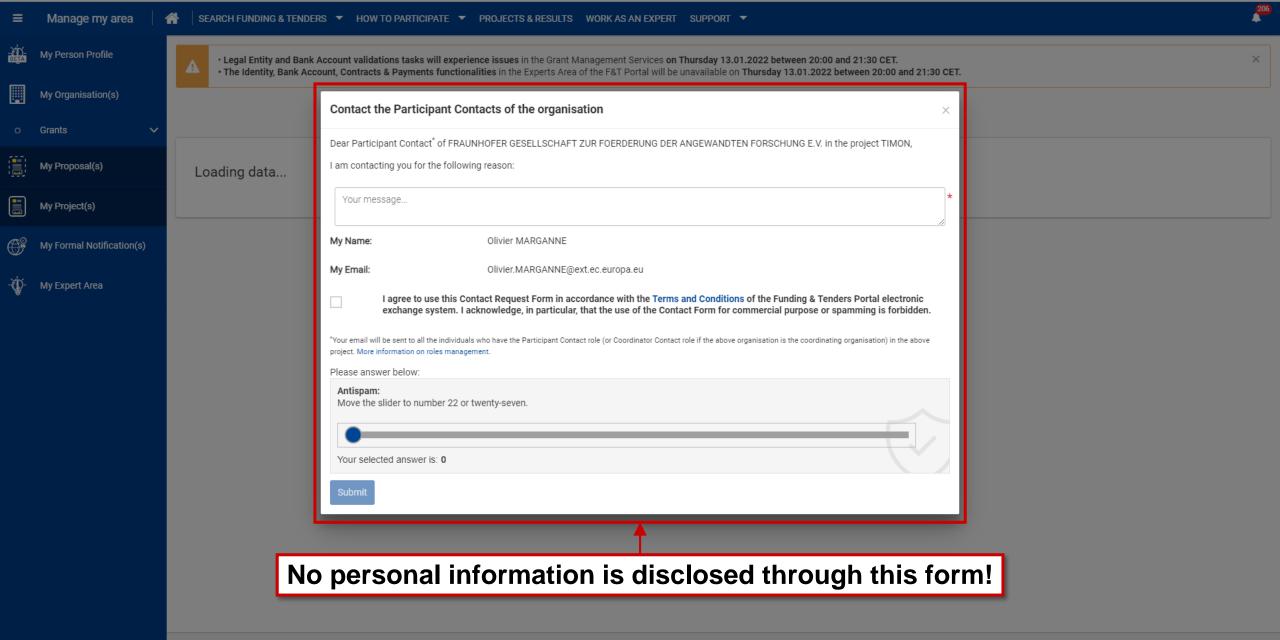
European Commission

#### Funding & tender opportunities

Commission Single Electronic Data Interchange Area (SEDIA)







# Spam/phishing: what to do?

From time to time spam and phishing occur. Several types of spam and phishing can be distinguished:

- phishing attempts pretending to come from the Funding & Tenders Portal, asking for vital personal and financial data such as ID or bank account details. Such e-mails may also ask you to click on a link or download an attachment to update your pertinent information there;
- 2. spam looking identical to Funding & Tenders Portal notifications but not actually stemming from the Funding & Tenders Portal;
- 3. inappropriate use of the Funding & Tenders Portal contact function to send unsolicited messages regarding commercial services.

Your first action against spam and phishing is to be vigilant. Protect yourself by keeping the following in mind:

- 1. The Funding & Tenders Portal will never ask you to send important personal and financial information via email. When logging on to the Funding & Tenders Portal, check that you use the default URL address <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/">https://ec.europa.eu/info/funding-tenders/opportunities/portal/</a> as the starting point and the page links where you introduce the personal and financial data start with <a href="https://ec.europa.eu/research/">https://ec.europa.eu/research/</a>
- 2. Ignore phishing messages. Do not be coerced into following their instructions simply because they have threatened you that something will happen to your account or to your application for EU funding if you do not respond.
- 3. Exercise caution when opening attachments or downloading files. These may contain viruses or software that may pose security threats to your computer.
- 4. Update your user password regularly. Do not use passwords that can be easily attributed to you such as your name or birthday. Report any suspicion of a phishing incident to us via our IT Service Desk.

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq/7942



## **Notifications**

• My Notifications: view all personal notifications for the F&T Portal services (copy of all notifications received via email)

Examples: change of roles, forms ready to be signed, availability of e-receipts, etc.



 My Formal Notification(s): is ONLY used for correspondence requiring acknowledgement of receipt

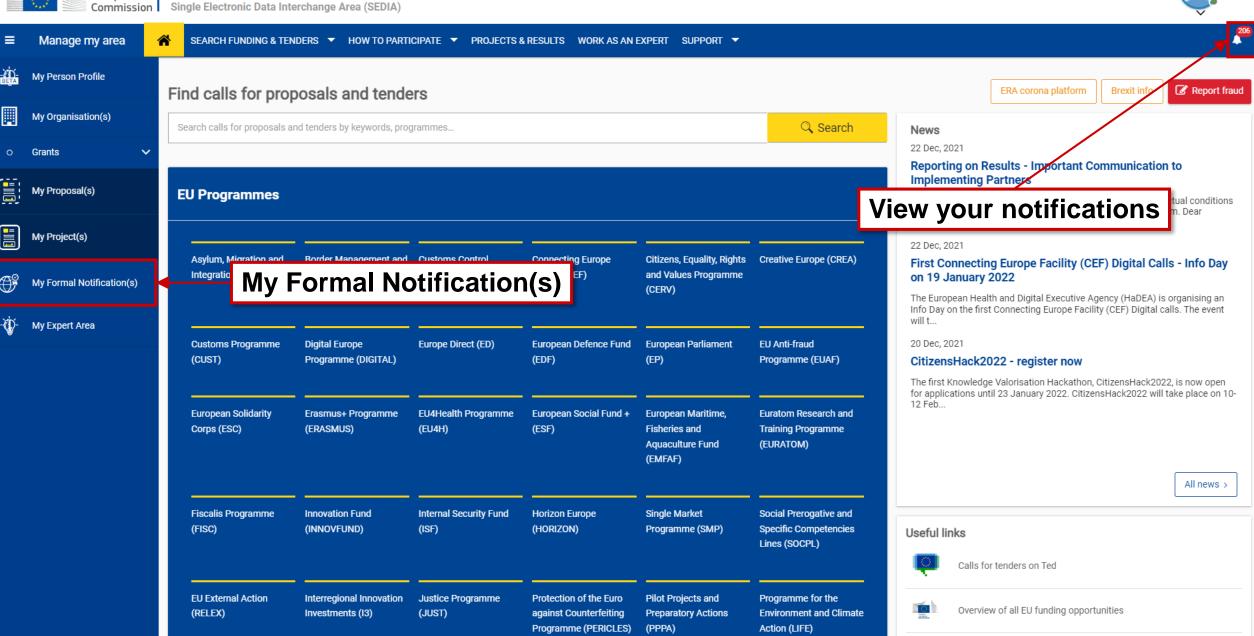
Examples: termination of a grant, etc.



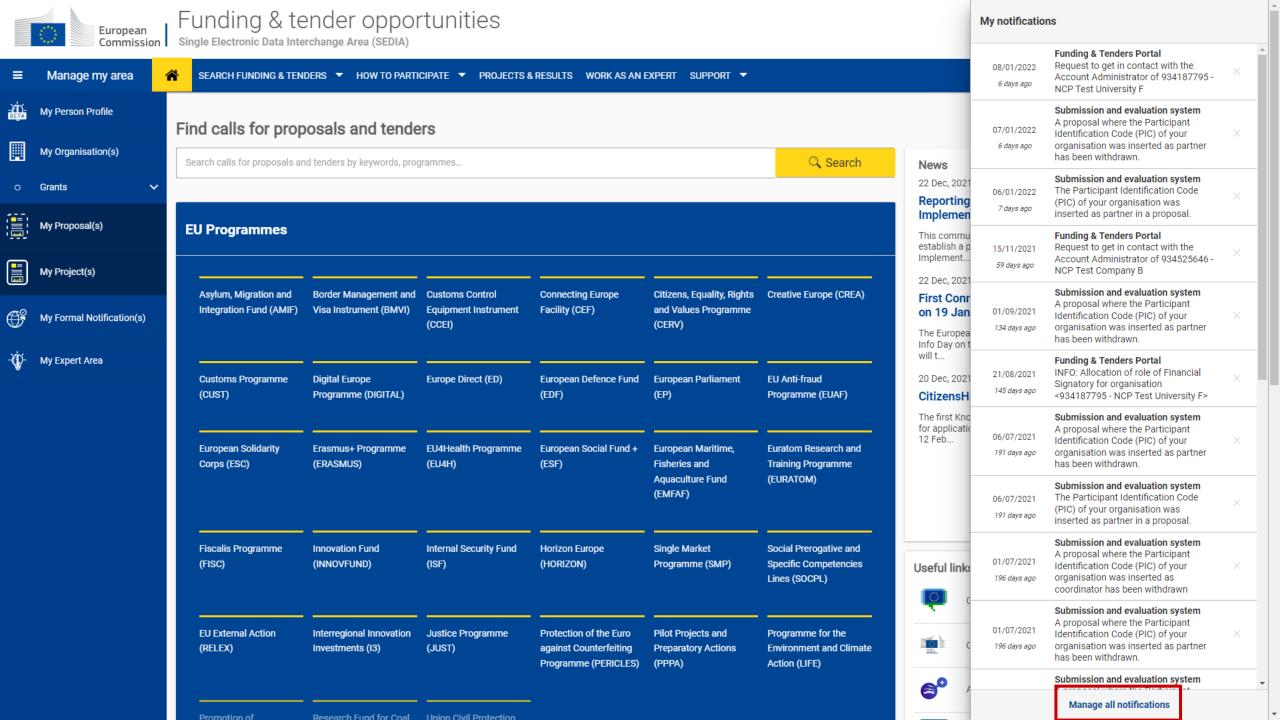
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Access to publications and data on OpenAire





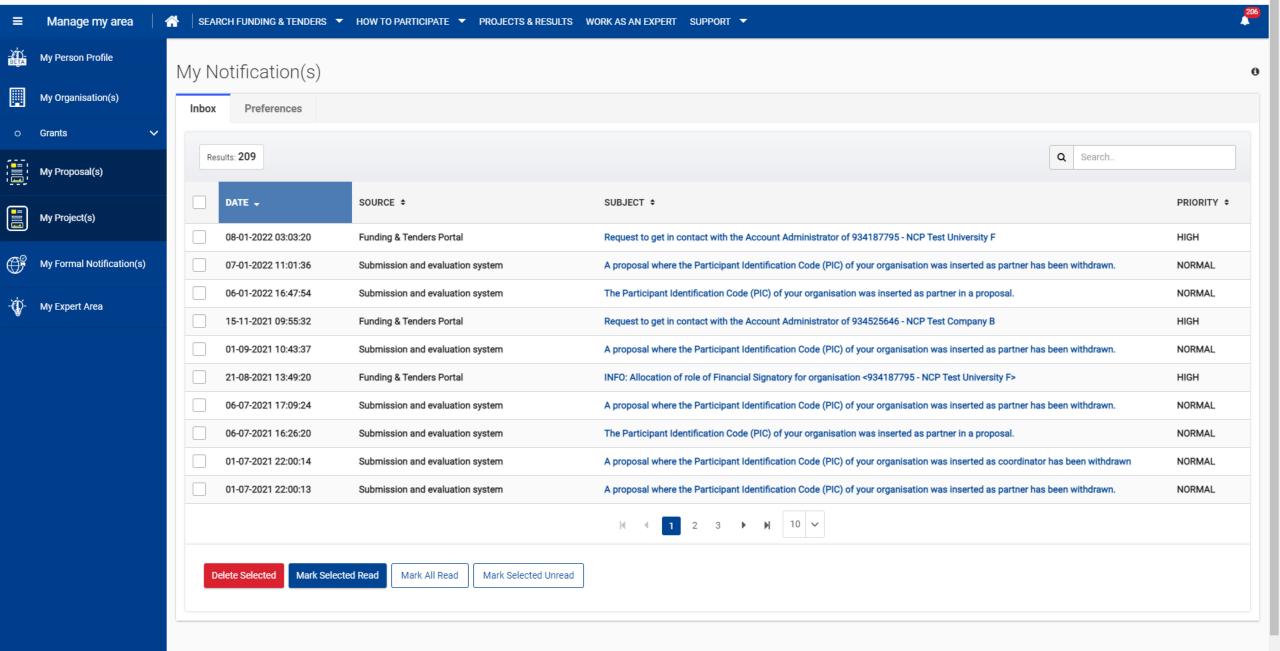
Pesearch Fund for Coal Union Civil Protection



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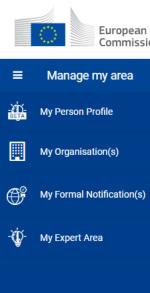




# My Account

- My roles: list of all the roles linked to the EU Login account
- Security Settings: you can activate the 2-step verification by registering your mobile device
- IT Helpdesk
- My Account: information about your EU Login account
- Logout





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Welcome Demo ACCOUNT (nmargaol)

ERA coro

My roles

IT Helpdesk

My Account

Logout

Security Settings





Search calls for proposals and tenders by keywords, programmes..

Q Search News

22 Dec. 2021

Reporting on Results - Imp Implementing Partners

This communication serves as I establish a pre-notice period for the use of an e-reporting system. Dear Implement...

(J)

22 Dec, 2021

#### First Connecting Europe Facility (CEF) Digital Calls - Info Day on 19 January 2022

The European Health and Digital Executive Agency (HaDEA) is organising an Info Day on the first Connecting Europe Facility (CEF) Digital calls. The event

20 Dec, 2021

#### CitizensHack2022 - register now

The first Knowledge Valorisation Hackathon, CitizensHack2022, is now open for applications until 23 January 2022. CitizensHack2022 will take place on 10-12 Feb..

All news >

#### **EU Programmes**

Asylum, Migration and Integration Fund (AMIF)

**Customs Programme** 

**European Solidarity** 

Corps (ESC)

(CUST)

Border Management and Customs Control Visa Instrument (BMVI)

Programme (DIGITAL)

Erasmus+ Programme

Digital Europe

(ERASMUS)

**Equipment Instrument** (CCEI)

Europe Direct (ED)

SEARCH FUNDING & TENDERS ▼ HOW TO PARTICIPATE ▼ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▼

Connecting Europe Facility (CEF)

European Defence Fund

European Social Fund +

(EDF)

(ESF)

Citizens, Equality, Rights and Values Programme (CERV)

European Parliament

(EP)

Creative Europe (CREA)

EU Anti-fraud Programme (EUAF)

European Maritime, Fisheries and Aquaculture Fund (EMFAF)

**Euratom Research and** Training Programme (EURATOM)

Fiscalis Programme (FISC)

**EU External Action** 

(RELEX)

Innovation Fund (INNOVFUND)

Internal Security Fund (ISF)

**EU4Health Programme** 

(EU4H)

Horizon Europe (HORIZON)

Single Market Programme (SMP) Social Prerogative and **Specific Competencies** Lines (SOCPL)

Useful links



Calls for tenders on Ted



Overview of all EU funding opportunities



Access to publications and data on OpenAire

Interregional Innovation Investments (I3)

Justice Programme (JUST)

Protection of the Euro against Counterfeiting Programme (PERICLES)

Pilot Projects and **Preparatory Actions** 

Action (LIFE)

Programme for the

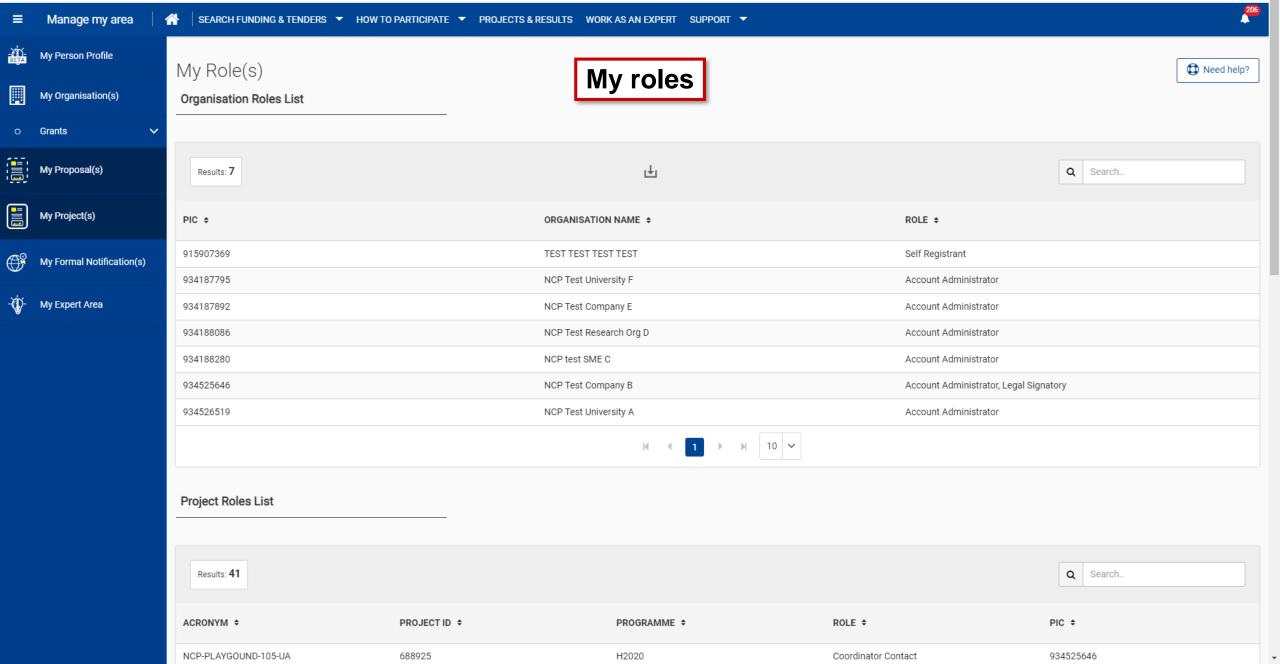
**Environment and Climate** 

Research Fund for Coal Union Civil Protection

Commission Single Electronic Data Interchange Area (SEDIA)











#### **My Account**



My account details



Configure my account



Delete my account



Manage my mobile devices



Manage my Security Keys and Trusted Platforms



Manage my mobile phone numbers



Link my eID

You can link your eID to your EU Login account.

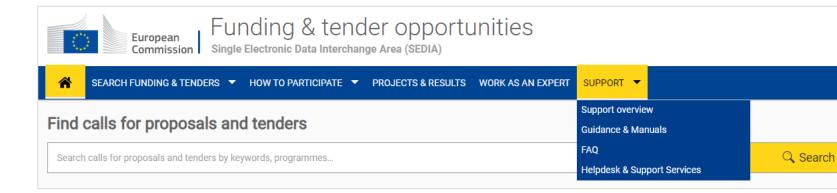


Display my sessions

You can view the sessions opened for visited applications.

Click on the gear icon if you want to change your EU Login password

# Need help?



- Guidance & Manuals
  - Access the **Online Manual** (guide for **business** processes)
  - Access the <u>IT How To</u> wiki (guide for IT processes)
- FAQ
- Helpdesk & Support Services

The support section is Programme-based; some specific helpdesks & guidance documents will only be available for a dedicated Programme.



# Thank you! Any questions?

Olivier MARGANNE

olivier.marganne@ext.ec.europa.eu

Common Implementation Centre – Business Processes – RTD H3



Join at slido.com #CEFDigital



# The application process

Dave BAIRD European Commission, DG RTD



Join at slido.com #CEFDigital



# Questions & Answers





# Closing

Take some time to fill in the short feedback survey in the streaming page!

# CEF Digital Information Day Thank you!



hadea.ec.europa.eu



<u>HaDEA – European Health and Digital Executive Agency</u>



@EU\_HaDEA



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