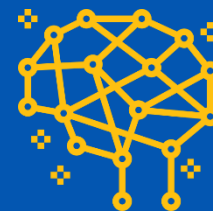# CEF Digital 2023 Call for Proposals - *Info Day*

26 October 2023, 9:30–13:00

Join at
Slido.com
#CEFdigital

Agenda

- **Evaluation process and Award Criteria**

- **Preparing a successful proposal**

- **Validation process**

- **The application process in eGrants**

- **Q&A**

- **Closing remarks**

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Evaluation Process and Award Criteria

Karina Marcus
Project Adviser
HaDEA.B1
Connecting Europe Facility Digital

European Commission

Evaluation process

European
Commission

Principles for the evaluation and selection process
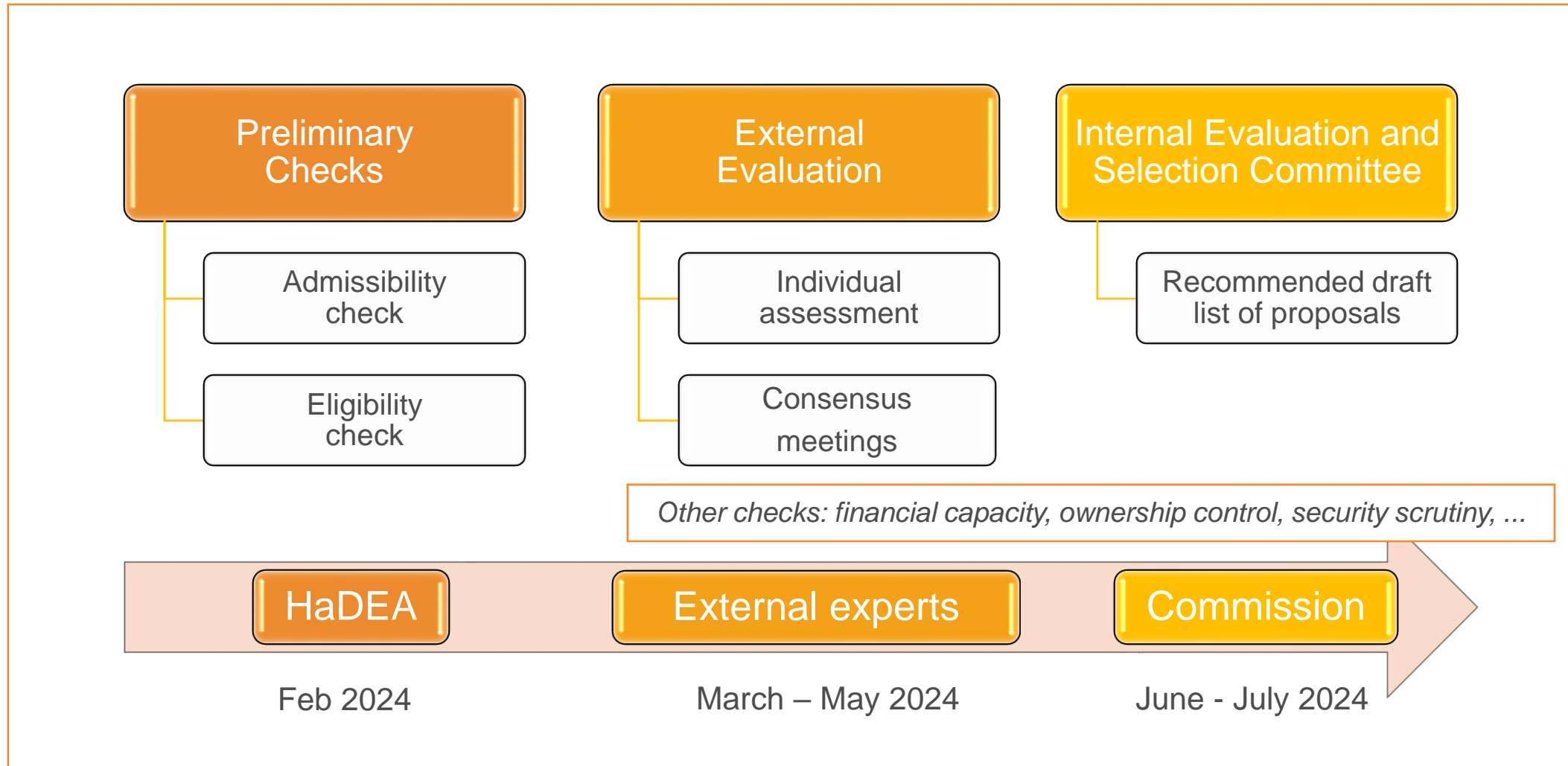
Experts' tasks and role

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

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Final Selection Process (June - July 2024)

Preparation of Selection Decision

EC Inter-Service Consultation

Consultation of CEF Coordination Committee

Information to Applicants / Launch Grant Agreement Preparation
Adoption of Commission Selection Decision

European Commission

Admissibility and Eligibility

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Commission

Admissibility

- Proposals must be submitted before the call (NEW!) deadline **20 February 2024, 17:00 CET (Brussels time)**

- Proposals must be submitted electronically via the [Funding & Tenders Portal Electronic Submission System](). 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.

- Proposals must be readable, accessible and printable.

European Commission

Completeness of documents + Annexes

	For studies	For works
Application Form Part A — Structured data introduced online in the Submission System	✓	✓
Application Form Part B — Technical description of the project (Word document to 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	✓	✓
Agreement by the concerned Member State(s) benefitting from the project	✓	✓
Activity reports of last year *	✓	✓
List of previous projects (key projects for the last 4 years) *	✓	✓
Business plan/financial spreadsheet		✓ **Only GATEWAYS**
Other annexes (depending on digital security requirements, self-declarations, etc.)	Check call text (section 5)	

* Not needed for public bodies, Member State organisations and international organisations.

Lessons learnt from admissibility checks in previous calls

- Missing parts in application form Part B *– check pdf file before uploading!*

- Part C (KPI information) incomplete/inconsistent with other parts of the application

- Inconsistencies in budget between Part A (online) and detailed budget table per WP

- Missing annexes which are mandatory as per call text, but the submission system "allows" submitting the proposal without them *– always check section 5 of the call text!*

- MS agreement not signed; missing agreements from other concerned MS (benefitting from the project)

- Incomplete information on security declarations and security guarantees *– templates available in 2023 calls*

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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.

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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 some calls (e.g. 5G Corridors, Digital Global Gateways), entities from third countries can be exceptionally eligible if their participation is deemed essential for the implementation of the project of common interest.

- Other entities may participate in other consortium roles, such as affiliated entities, associated partners*, subcontractors, etc.

- A **minimum consortium composition** is required for several topics (see section 6 of call text)

- For Digital Global Gateways: strict exclusion of entities directly or indirectly controlled by non-EU countries or non-EU countries entities

*Entities implementing project tasks but without the right to receive EU funding. Their tasks must be mentioned in the grant agreement and the consortium remains responsible for the proper implementation of these tasks.

European Commission

Lessons learnt from eligibility checks in previous calls

- Applicants do not fulfil the minimum consortium composition (if required by call conditions)

  Pay attention to the type of participants in the consortium! Affiliated entities and associated partners <u>do not</u> count towards minimum consortium composition.

  > *Affiliated entities*: entities with a legal or capital link to a beneficiary which participate in the project with similar rights and obligations as the beneficiaries, but do not sign the grant.
  >
  > *Associated partners*: partner organisations which participate in the project but without the right to get funding.

- Proposal is 'out of scope' under the topic submitted

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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.

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Award Criteria

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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**

European Commission

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.

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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, where applicable, 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.).

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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**

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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**

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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, where applicable, the safety, security, cybersecurity of electronic communication 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

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Catalytic effect

Evaluating the effect of the EU financial assistance on the realisation of the project, for instance by overcoming a financial gap generated by insufficient commercial viability, high upfront costs or the lack of market finance, increasing the capacity to mobilise differentiated investments sources, improving the quality of the project or accelerating the overall investment plan

- 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

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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 Participant Register before submitting the application.

Evaluation results

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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, ownership control assessment, 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).

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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

European Commission

Funding & Tenders portal → the submission platform

Sections in the topic page

Search　　　　Clear all ＜

```
CEF-DIG                    [🔍]
```

☐ Match whole words only

Type
☑ Grants   ⑤
☐ Tenders

Submission status
☐ ⏳ Forthcoming
☑ 🏳 Open for submission   ⑤
☐ ⭕ Closed

Programming period
```
Select...                        ▾
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Programme / Programme group
```
Select...
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5 item(s) found　　　　　[⛶] [📅] [📶] Submissio... ⬍ ⬆

5G and Edge Cloud for Smart Communities - Works
CEF-DIG-2023-5GSMARTCOM-EDGE-WORKS   Call for proposal
Connecting Europe Facility (CEF)
　　　　　　　　　　　🏳 Open for submission Grant ⌄

Backbone connectivity for Digital Global Gateways - Studies
CEF-DIG-2023-GATEWAYS-STUDIES   Call for proposal
Connecting Europe Facility (CEF)
　　　　　　　　　　　🏳 Open for submission Grant ⌄

5G coverage along transport corridors - Works
CEF-DIG-2023-5GCORRIDORS-WORKS   Call for proposal
Connecting Europe Facility (CEF)
　　　　　　　　　　　🏳 Open for submission Grant ⌄

5G coverage along transport corridors - Studies
CEF-DIG-2023-5GCORRIDORS-STUDIES   Call for proposal
Connecting Europe Facility (CEF)
　　　　　　　　　　　🏳 Open for submission Grant ⌄

Backbone connectivity for Digital Global Gateways - works
CEF-DIG-2023-GATEWAYS-WORKS   Call for proposal
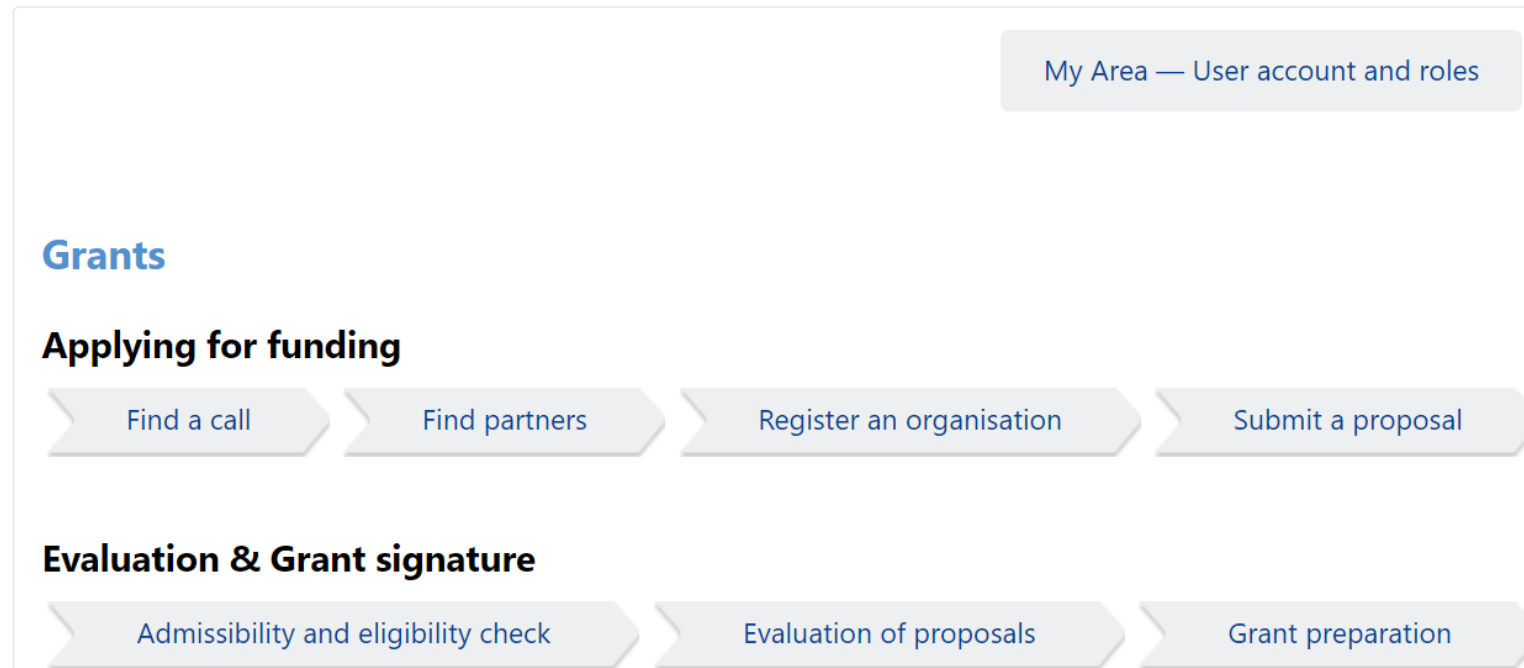Connecting Europe Facility (CEF)
　　　　　　　　　　　🏳 Open for submission Grant ⌄

General information

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call updates

Link to Funding and Tenders portal

European Commission

Funding & Tenders portal → the submission platform

Online Manual

My Area — User account and roles

Grants

Applying for funding

| Find a call | Find partners | Register an organisation | Submit a proposal |

Evaluation & Grant signature

| Admissibility and eligibility check | Evaluation of proposals | Grant preparation |

Direct link to user guide
https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual

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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

European Commission

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

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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

European Commission

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.

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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.

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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

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Quality of proposal (VI)

Milestones
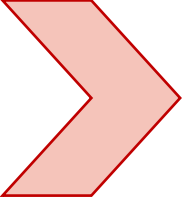
3 Rules of thumb

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 information in application form part B.
- Information is presented in a logical way.
  - Ex: administrative procedures are presented in chronological order in the WP table; basic study finalised before design study starts.
- Gantt chart is consistent with the WP dates, milestones etc.

European Commission

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 based on 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

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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 (for works proposals)?

- …have your **digital security guarantees** approved by your Member State (if required by the call conditions)?

- …attach all **mandatory annexes:**

  see *section 5. Admissibility and documents* of the relevant call text

European Commission

Applicant's checklist (III)

Did you…

➢ Contact external stakeholders (administrations, MS), as early as possible in order to get support letters, security guarantees approvals, in time

➢ Check the [National Contact Points (europa.eu)](europa.eu)

- **Deadline** by 20 February 2024 at 17:00 CET (Brussels time)
  - *Complete your application sufficiently in advance to avoid any last-minute technical problems. Don't leave submission to the last day!*

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Budget

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Budget per project

➢Attention to the expected budget per project

see *Project Budget under section* *6. Eligibility* of the relevant call text

➢Provide a clear justification and breakdown of costs for each Work Package

NOTE: For lower or higher project budgets provide clear justification

Budget requirements for proposals

I. 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

European Commission

Budget requirements for proposals

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%)

Costs of applications preparation are not eligible

Operational costs necessary for running the day-to-day operations.
are not eligible

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Budget requirements for proposals

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.

European Commission

Budget requirements for proposals

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

Example 1: Budget for Works applications e.g. Digital Global Gateways

30% Funding Rate ▾

Application forms

Proposal ID ▨▨▨▨▨5

Acronym ▨▨▨▨▨

3 - Budget

If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

30% Funding Rate ▾

30% Funding Rate
50% Funding rate for cross border links

?

Possible higher funding rate for works under certain conditions: see the call texts

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers /EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/EUR	Purchase costs - Other goods, works and services/ EUR	Financial support to third parties/ EUR	Studies/ EUR — Special Funding rate 50	Synergetic elements/ EUR	Works in outermost regions/ EUR — Special Funding rate 70	Land purchases/ EUR	Indirect costs/EUR	Total eligible costs/EUR	Ineligible costs/EUR	Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution to eligible costs/EUR	Requested EU contribution to eligible costs/EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/EUR	Financial contributions/EUR	Own resources/ EUR	Total estimated project income/ EUR
1	Charalampos Xenogiannis	BE	Coordinator						🚫				🚫	🚫	0,00	0,00		0	50	0,00		0,00					0,00
	Total			0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0	50	0,00	0,00	0,00	0	0	0	0	0,00

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 category **D.2 & D.4**: Costs in these categories have a dedicated funding rate

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Example 2: Budget for studies proposal in a study topic e.g. 5G-CORRIDORS

Application forms

Proposal ID **SEP-210784515**

Acronym

3 - Budget

If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

50% Funding Rate

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers /EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/EUR	Purchase costs - Other goods, works and services/ EUR	Financial support to third parties/ EUR	Studies/ EUR	Synergetic elements/ EUR	Works in outermost regions/ EUR	Land purchases/ EUR	Indirect costs/EUR	Total eligible costs/EUR	Ineligible costs/EUR	Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution to eligible costs/EUR	Requested EU contribution to eligible costs/EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/EUR	Financial contributions/EUR	Own resources/ EUR	Total estimated project income/ EUR
										Special Funding rate 50		Special Funding rate 70														
1	Charalampos Xenogiannis	BE	Coordinator						🚫	🚫	🚫	🚫	🚫	🚫 0,00	0,00		0	50	0,00		0,00					0,00
			Total	0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0	50	0,00	0,00	0,00	0	0	0	0	0,00

European Commission

Budget requirements for proposals

II) Detailed budget table per work package

- Encoded in an Excel file available for download 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

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Budget requirements for proposals (Excel file)

Budget requirements for proposals

Consequences for budget planning and structure

- Total costs must match between the budget 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)

European Commission

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 IT Helpdesk

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

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Commission

Join at
Slido.com
#CEFdigital

Getting started –
Registering your organisation

RADU SORA

TEAM LEADER –VALIDATION PLANNING

European Commission

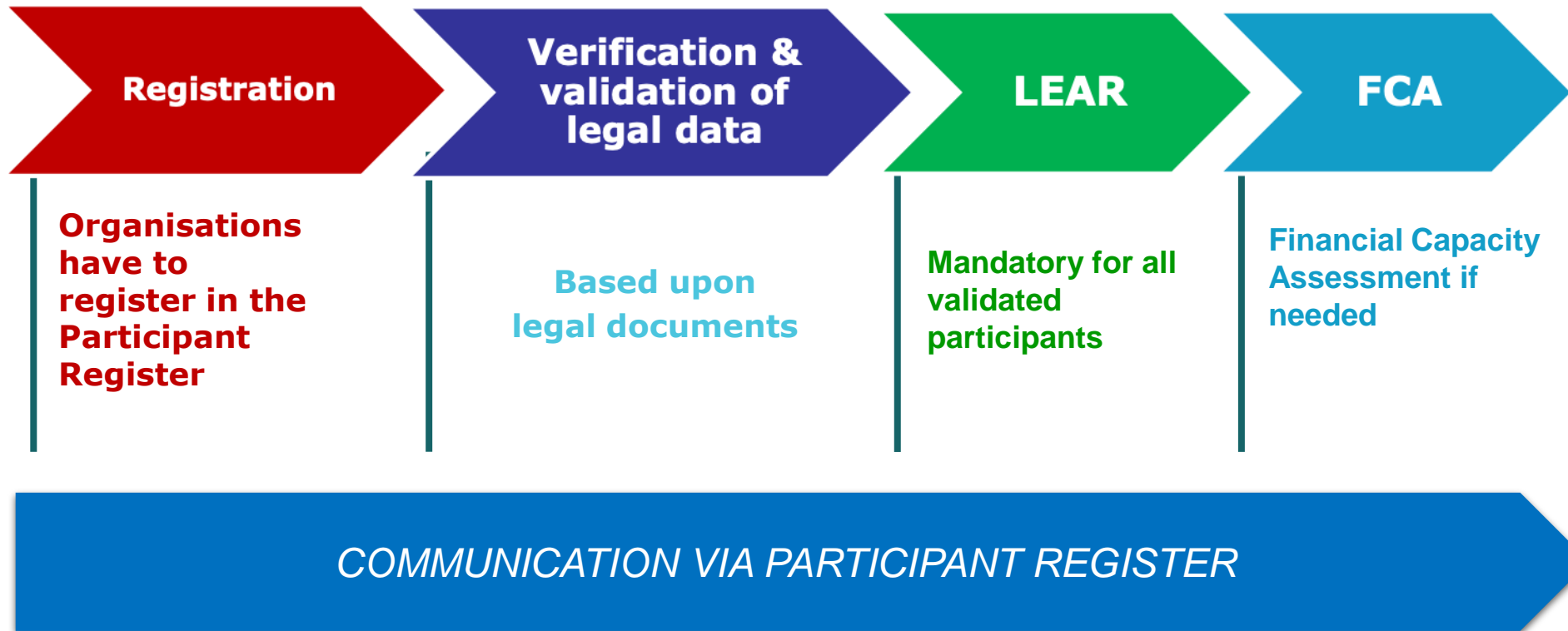REA Central Validation Service

Getting started -Registering your organisation

RADU SORA

TEAM LEADER –VALIDATION PLANNING

Presentation Outline

1. REA Central Validation Service

2. Registration of participants

3. Legal validation and Legal entity appointed representative (LEAR)

4. Communication

5. Guidance documents

Registration of an organisation
(at proposal stage)

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.

Search a 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.

Register your organisation

Search for a registered organisation

New registration

European Commission

How to register in the Participant Register

Participant 's Register

Need help?

① Identification — ② Organisation Data — ③ Legal Information — ④ Authorised Users — ⑤ Summary — ⑥ Success

Identification

		240
Legal name * ❶	Legal name	
Registration country * ❶	Registration country ⬍	
		50
Registration number ❶	Registration number	
		20
VAT number * ❶	VAT number	⬤ not applicable
		500

Review the Form

Next

Identification (duplicate check)

(e.g. Legal name, VAT number)

⬇

Organisation data

⬇

Legal information

⬇

Authorised users

(e.g. Name, e-mail address of the self-registrant and the back-up)

⬅

Registration completed

⬇

New Participant Identification Code (PIC) in a "declared" status

European Commission

REA Central Validation Service
(REA CVS)

- Verifies **legal existence and legal statuses** of entities

- Validates the appointment of **Legal Entity Appointed Representatives (LEARs)**

- Validates **legal changes** of validated entities

- Assesses **universal takeovers (UTROs)** of validated entities

- Creates **Legal Entities and Bank Account Files**

- Prepares the **Financial Capacity Assessment** for RAO

- Performs **ownership control analyses** for specific programmes

- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)
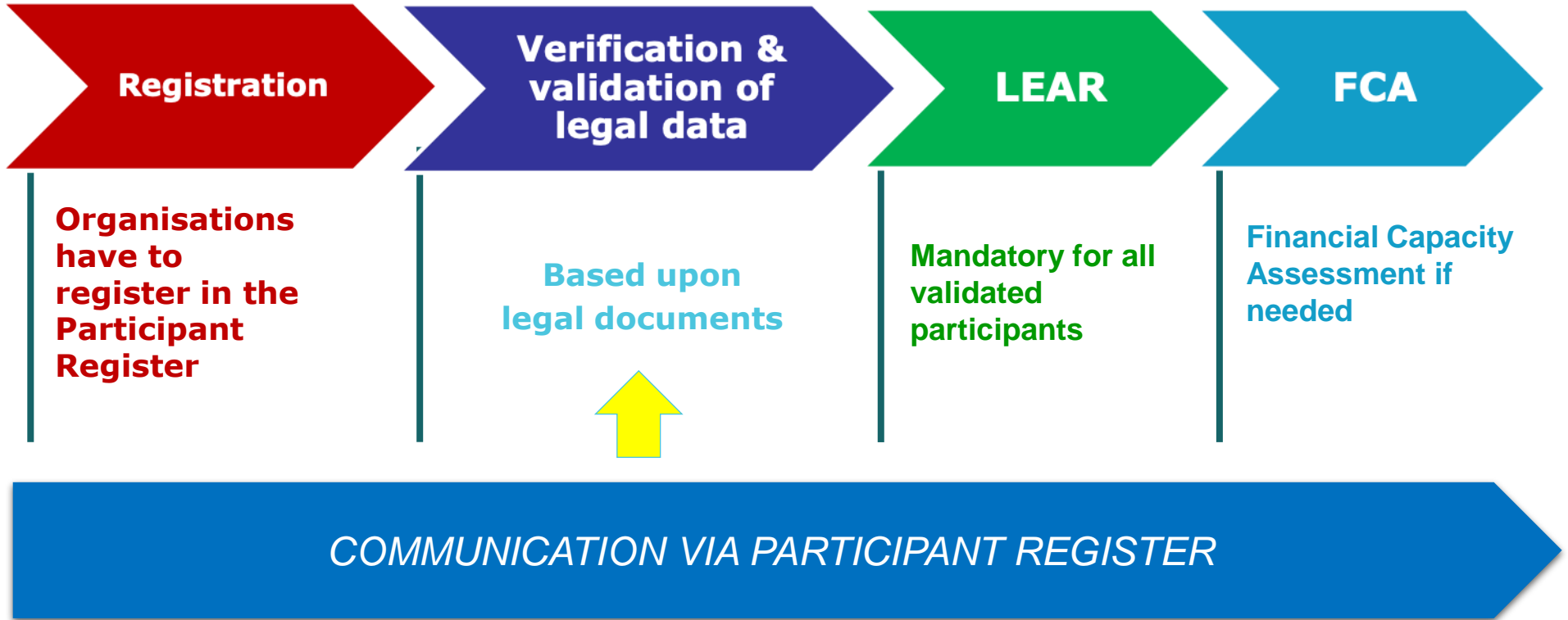
Legal validation

- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract

- The legal validation of a participant in the Single Electronic Data Interchange Area (SEDIA) is done once, when the entity has to sign its first Grant Agreement or Contract

- It is reused for future participations in EU grant and procurement actions

European Commission

Legal validation documents

✓ **Legal entity form** ([template](#) to be completed, dated, stamped and signed)

✓ **VAT extract** (< 6 months)

    ✓ *If not registered for VAT – proof of VAT exemption*

✓ **Registration extract** (<6 months) – for private law bodies

✓ **Law/decree/decision** – for public law bodies

✓ **Treaty** – for international organisations

✓ **Statutes** – for non-profit organisations

Validation Rules

- Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the <u>Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment</u> for EU Grants and Tenders

- Validation is required for all beneficiaries and affiliated entities

Communication
(e.g. request to submit legal documents or to appoint a LEAR)

All communication to -and from- participants is exclusively managed **through the Participant Register**

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>
to me

Europa / Funding & Tenders Portal notification

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the Online Manual if you participate in the programmes managed on the Funding & Tenders Portal.
For more information on the roles for e-Procurement, please refer to the e-Procurement wiki page, if you participate in a tender call.

With kind regards,
EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu.

Messages are notified via e-mail to the contact person (i.e. self-registrant or the appointed LEAR)

Access lost to non-valid/valid PICs

Declared/Non valid PIC

- In case the self-registrant left the organisation and no one has access to a non-valid PIC – a new PIC needs to be created and REA CVS informed

Valid PIC

- If the LEAR is not available anymore and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

https://ec.europa.eu/research/participants/urf/lear-recovery/request/

Guidance documents

- Rules on Legal validation, LEAR appointment and financial capacity assessment:
  https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf

- How to register in the Participant Register:
  https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual

- Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:
  https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support

- Legal notice on the Funding and Tenders Portal (terms and conditions, data protection):
  https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice

Join at
Slido.com
#CEFdigital

The application process in eGrants

Karina Marcus
Project Adviser
HaDEA.B1
Connecting Europe Facility Digital

European Commission

Closing

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

CEF Digital Information Day
Thank you!

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

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HaDEA – European Health and Digital Executive Agency

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