



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY AND TRANSPORT
DIRECTORATE B - Transeuropean Networks Transport
TEN – Transport policies & technological development

TENtec eSubmission

User Manual¹

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¹ In the published call this document is referred to as “**TENtec eSub guidance note**”.

TABLE OF CONTENTS

1. INTRODUCTION.....	4
2. TENTEC ESubmission – INSTALLATION PROCEDURE.....	4
2.1. Downloading, installing and running TENtec eSubmission.....	4
2.2. Minimum system requirements	5
3. WORKING WITH THE APPLICATION FORM.....	5
3.1. Creating file.....	5
3.2. Opening and closing file	6
3.3. Opening a form.....	7
3.4. Saving the application.....	7
3.5. Form Validation	7
3.6. Application Validation System.....	9
3.7. Printing application	10
3.8. Submit application	11
3.9. Configuration	13
4. STRUCTURE OF THE APPLICATION FORM.....	14
4.1. Section A1 – General information.....	14
4.2. Section A2 – Administrative information	15
4.2.1. Section A2.1 – Applicants.....	15
4.2.2. Section A2.2 – Contact points	16
4.2.3. Section A2.3 – Financial information (Bank account)	17
4.2.4. Section A2.4 – Additional information.....	18
4.3. Section 3 – Technical and Financial information	20
4.3.1. Section 3.1 – Location and activities of the Action	20
4.3.2. Section A3.2 – Financial information (Sources of financing).....	24
4.3.3. Section A3.3 – Financial information (Cost breakdown)	25
4.3.4. Section A3.4 – Technical information of the proposed action	25

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1.0	15.05/2008	Approved by Jean-Eric Paquet	

1. INTRODUCTION

TENtec eSubmission module is part of the TENtec Information System whose overall objective is to create a central TEN-T database and portal that enables monitoring of all TEN-T projects and related issues (e.g. cohesion funds on TEN-T and EIB), close working level cooperation between COM and TEN-T EA, modelling of future transport scenarios and the bi-directional communication between the Member States and the European Commission (open method of coordination).

The eSubmission module allows the electronic submission of the Part A of the application form as indicated in the Call text (excerpt):

“12. ARRANGEMENTS FOR THE SUBMISSION OF PROPOSALS

...

12.3 Each proposal must be:

1. Sent in electronic form (only part A) using the TENtec electronic submission (eSub) tool; and
2. Sent in paper form with the same submission reference number as the electronic version (mentioned in 12.3.1). The paper version must contain the complete proposal as described in point 12.6 (application form part A, part B, its annexes and any other related document).

In addition, the paper submission must contain an electronic disc with the complete proposal in electronic format (PDF or formats readable by MS Office programs) (see point 12.6)”

The eSubmission module creates a file with an encrypted application form including an imbedded unique reference number, which will be used as proposal number. This reference number is obligatory for a submission (see call text, point 12.4). This file should be sent attached to a normal e-mail to the following addresses:

- For the 2008 ANNUAL call:

TREN-B2-2008-ANNUALPROGRAM@ec.europa.eu

- For the 2008 MULTI-ANNUAL call(s):

TREN-B2-2008-MULTIANNUALPROGRAM@ec.europa.eu

When a file is created, which is ready for submission, its print-out generated by eSubmission prints the identical reference number on each page into the field “Proposal no.”. This print-out is to be signed in original and included in the parallel paper submission (plus accompanying electronic disk).

It is important to note, that eSubmission only creates a reference number, in case an application form (Part A) is fully completed, i.e. contains no error messages. All draft versions can only be saved or printed without such a reference number.

In contrast to the announcement in the original call publication, only future versions of the TENtec eSubmission module will automatically submit the application form from within the module. Consequently, the submission date and time is determined by the date and time of the manually submitted email, and not the date and time printed on the completed application form. For the applicable deadline, please see call text, point 12.4.c.

2. TENTEC eSUBMISSION – INSTALLATION PROCEDURE

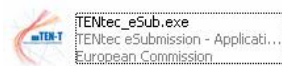
2.1. Downloading, installing and running TENtec eSubmission

TENtec eSubmission module can be downloaded as a stand-alone application from the calls’ internet page:

http://ec.europa.eu/dgs/energy_transport/grants/proposal_en.htm

To install the TENtec eSubmission application, just unzip the .zip file to the root of the C: drive. The unzip application will create a new folder (C:\TENtecESub) where the application will be unzipped.

To run the application, double click on the exe file (TENtec_eSub.exe) in the folder C:\TENtecESub.



2.2. Minimum system requirements

- Windows XP
- Java Runtime Environment 1.5.0.

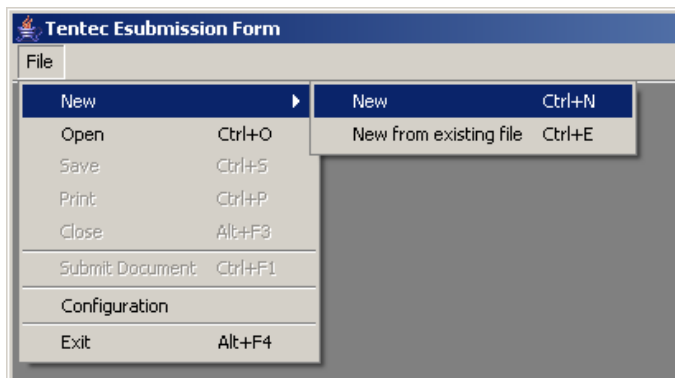
The application will check your system version, if you have a lower JRE version the application will try to connect to the Java website. If you do not have administrator's rights to install a new JRE version, you can download the TENtec eSubmission zip file with the needed files JRE libraries from the link for the call (http://ec.europa.eu/dgs/energy_transport/grants/proposal_en.htm), just download the .zip file and unzip it on the root of the C: drive.

3. WORKING WITH THE APPLICATION FORM

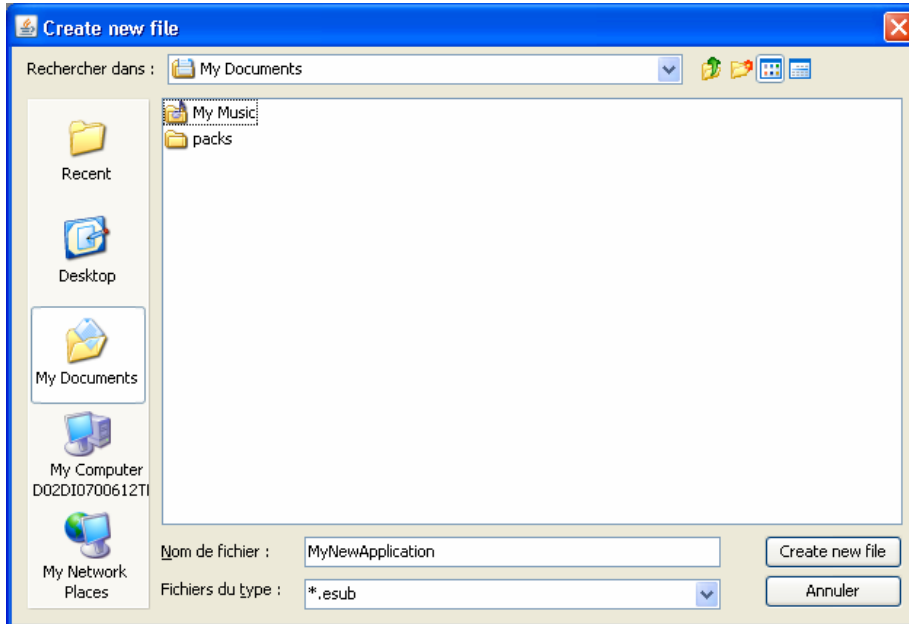
3.1. Creating file

There are 2 ways to create a new application form in TENtec eSubmission:

- (1) To create a new application from scratch with the menu option **File à New** or the shortcut **Ctrl+N**.
- (2) To create a new application using the data from an existing one with the menu option **File à New from existing file** or the shortcut **Ctrl+E**.



- (3) Selecting **File à New** causes the Create new file dialogue box to open as shown below. You should give the file a name and navigate to the location on your file system where you wish to save the file. Note that the file is given the extension **".esub"** that identifies it as an eSubmission file.



Please note that this “.esub” file forms part of a complete application. When the application has been submitted, this file should be sent as an email attachment to the one of the following addresses:

- For the 2008 ANNUAL call:

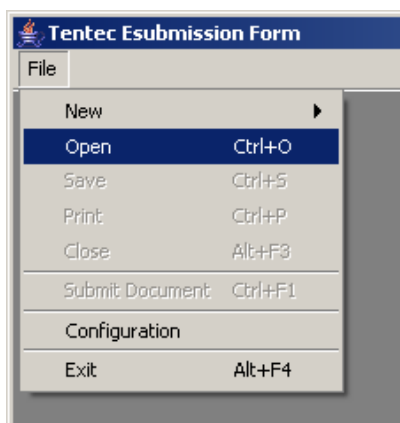
TREN-B2-2008-ANNUALPROGRAM@ec.europa.eu

- For the 2008 MULTI-ANNUAL call(s):

TREN-B2-2008-MULTIANNUALPROGRAM@ec.europa.eu

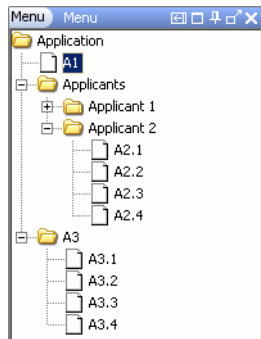
3.2. Opening and closing file



If you are working with an existing application, you can open or close the file by using the menu option **File à Open** or **File à Close**. It also is possible to use the shortcuts **Ctrl+O** for **Open** and **ALT+F3** for **Close**.



3.3. Opening a form

The application is made of three forms: Form A1 (General information on the proposal), Form A2 – Applicants (Information about the applicants) and Form A3 (Technical information)



Some of these forms with sub-forms inside, you can see them as folders. To open a form (or a sub-form) you have to do “double click” on the form icon  A2.1 and to open a folder with forms inside, just do “click” on the expansion icon  Applicant 1 .

In the applicants form to add a new applicant, you have to do “right click” to open the contextual menu.

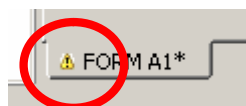


The following message appears when you leave the mouse over applicants.

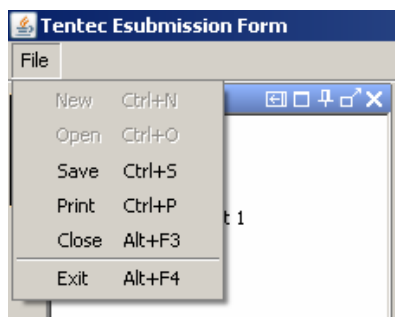


3.4. Saving the application

Every time a section is modified the file should be saved. When a section includes unsaved information a warning flag appears close to the name of the section.



All sections are saved through the menu option **File à Save** or the shortcut **Ctrl+S**.



3.5. Form Validation

Every time a section of the application is saved, the validation system will show all the errors or warning messages on the corresponding field in the form.

Proposals Submission Forms

EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK A1

Multi-Annual Program 2007-2013

Annual Program

GENERAL INFORMATION ON THE PROPOSAL

Title of the proposed action

Priority/Horizontal project

Section (only for PP)

Transport mode

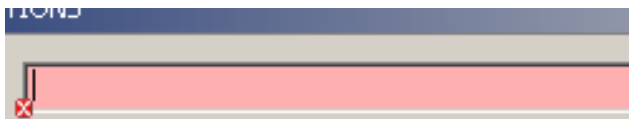
Start date of the action End date of the Action

Summary (up to 2000 characters)

Summary text describing the proposed action.

There are 2 levels of error in the form validation:

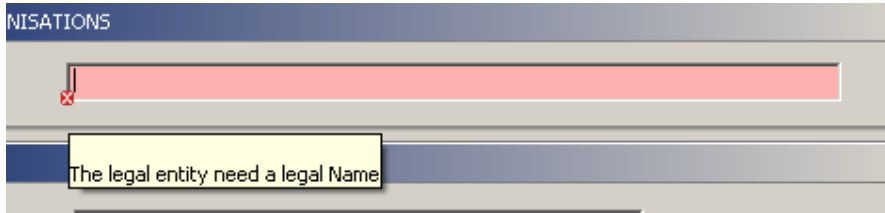
- **ERROR level:** This level displays an error message on a field. It disables the save operation if any error appears on the screen. You have to correct the value in order to be able to save the form.



- **WARNING level:** This level just displays a warning message on a field. It allows you to save the form even if a warning message appears and return back to correct this field later if you wish.



In order to know the warning or the error message linked to the field, point the mouse pointer to the error or warning icon appearing on the left of the field. A tooltip message will appear with the corresponding error or warning.



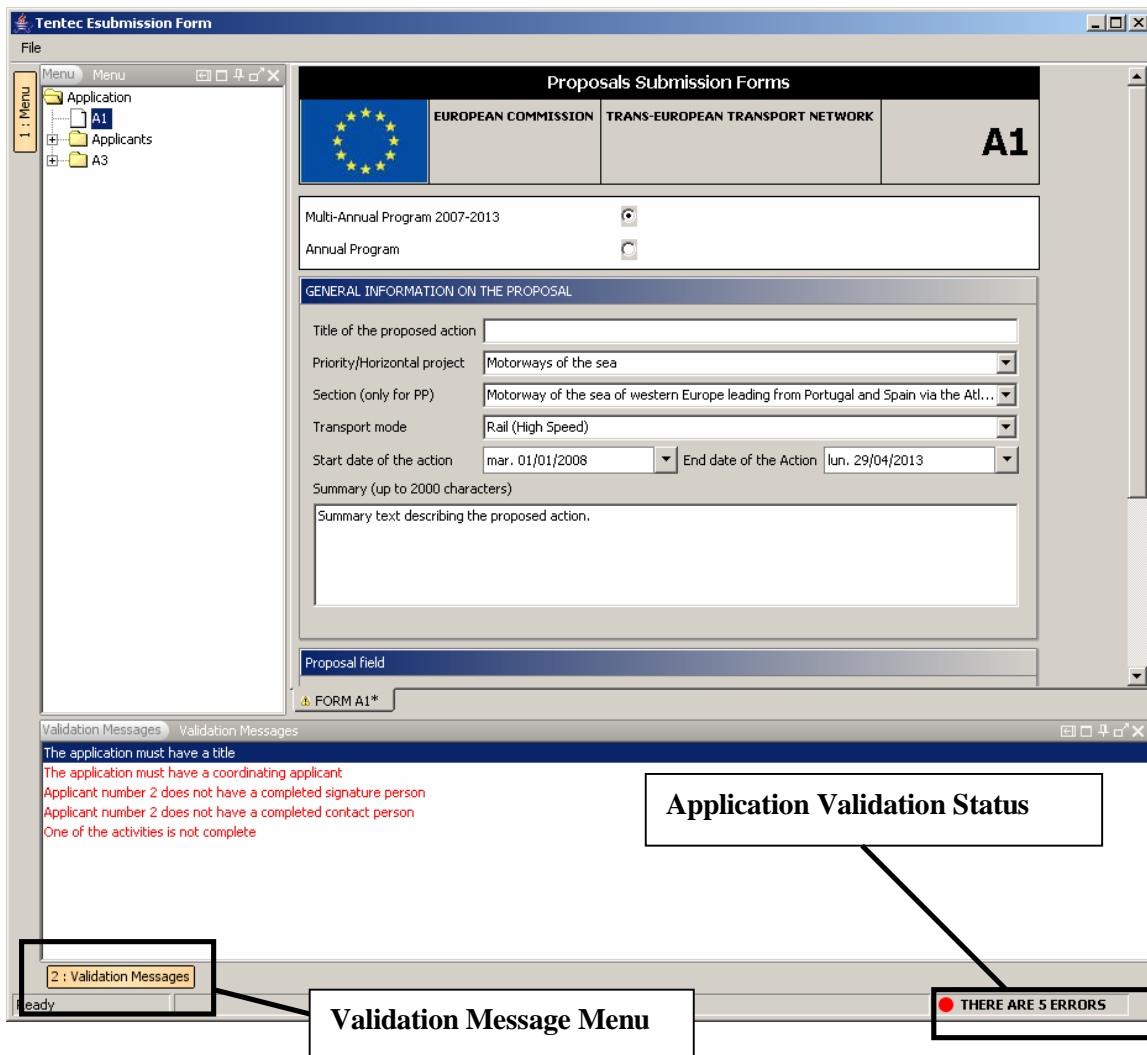
3.6. Application Validation System

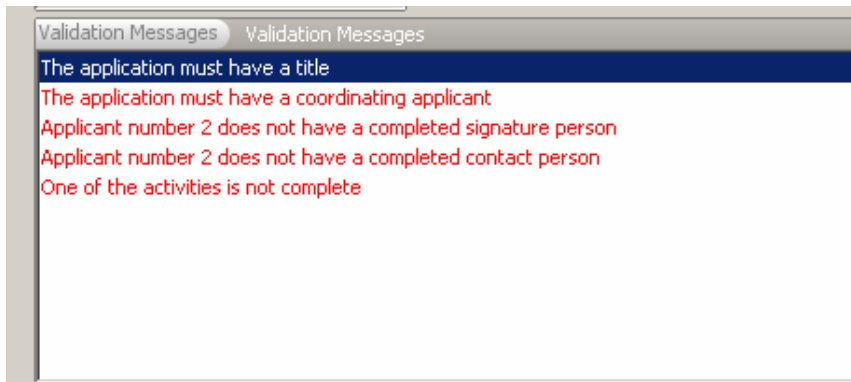
In order to guide you during the creation of the application, you can consult the application validation system of TENtec eSubmission.



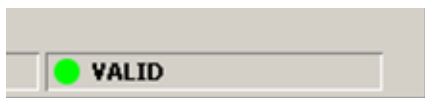
This validation system appears below in the right of screen. A red circle sign indicates that the application still contains errors and the number of errors the validation system found across the application.

To consult the error messages from the validation system, just click on the "Application Validation Status" or the menu "Validation Messages".





If an error is corrected on a form, it will disappear from this list. At the end, you should have a valid application. If your application is valid the validation system will display a green circle with the following message "VALID".

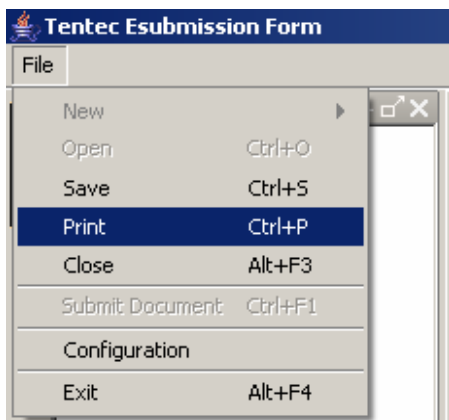


In order to close the validation message panel, click on the cross on the right side of the panel.

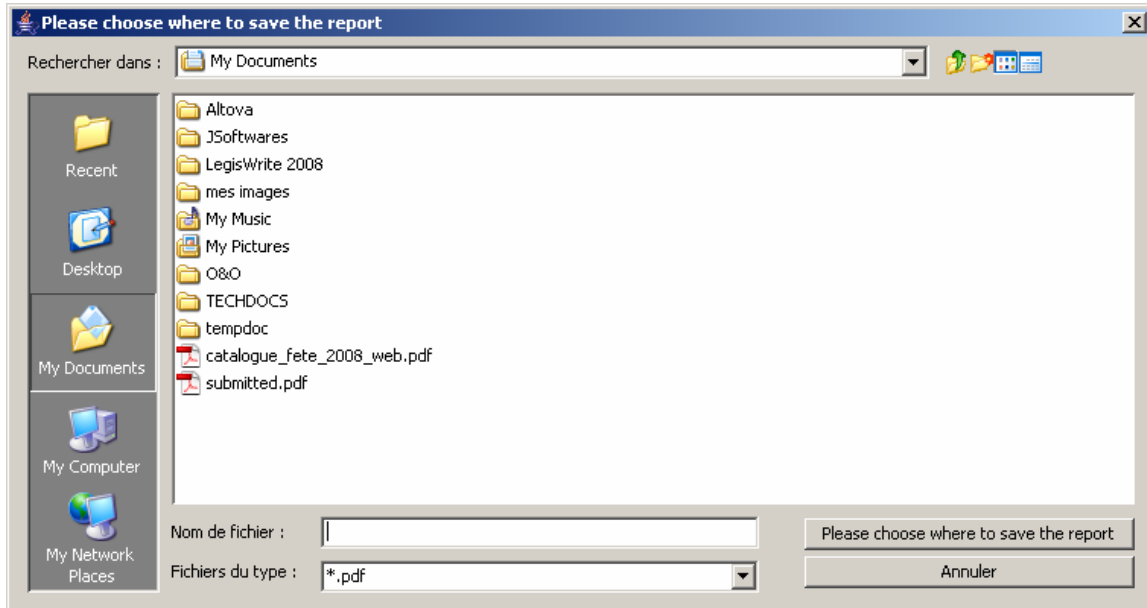


3.7. Printing application

After the file is created, it is possible to print the application even if not all the application fields are fully filled. This is done using the menu option **File à Print** or the shortcut **Ctrl+P**.

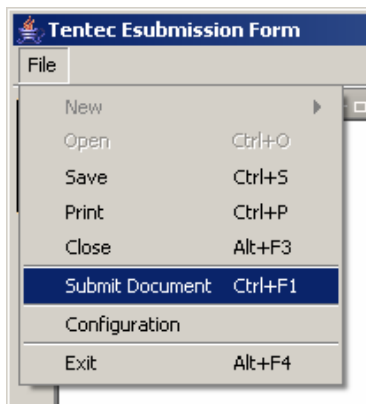


The printout creates a PDF file that it is necessary to save. The system will ask you to enter a file name and/or a directory in order to create the PDF file containing the printout.



3.8. Submit application

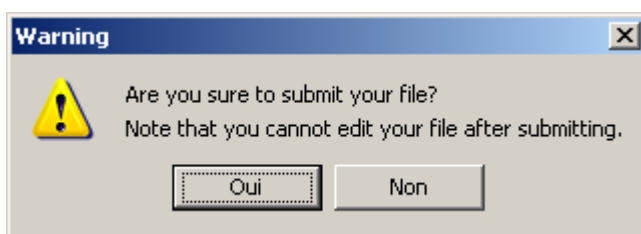
In order to submit the application form and print the official document, use the menu option **File** à **Submit Document** or the shortcut **Ctrl+F1**.



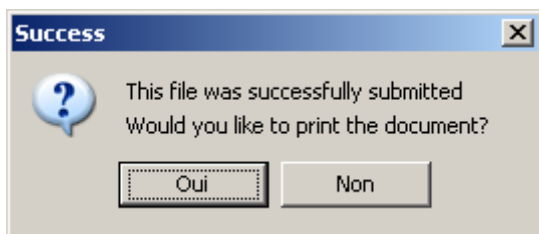
Note that the "Submit Document" option appears only if the application is fully validated by the application validation system and if the document has not already been submitted.

Warning: if you submit an application document you will not be able to modify data after this operation. On the submitted document, only the open, close and print operations will be available.

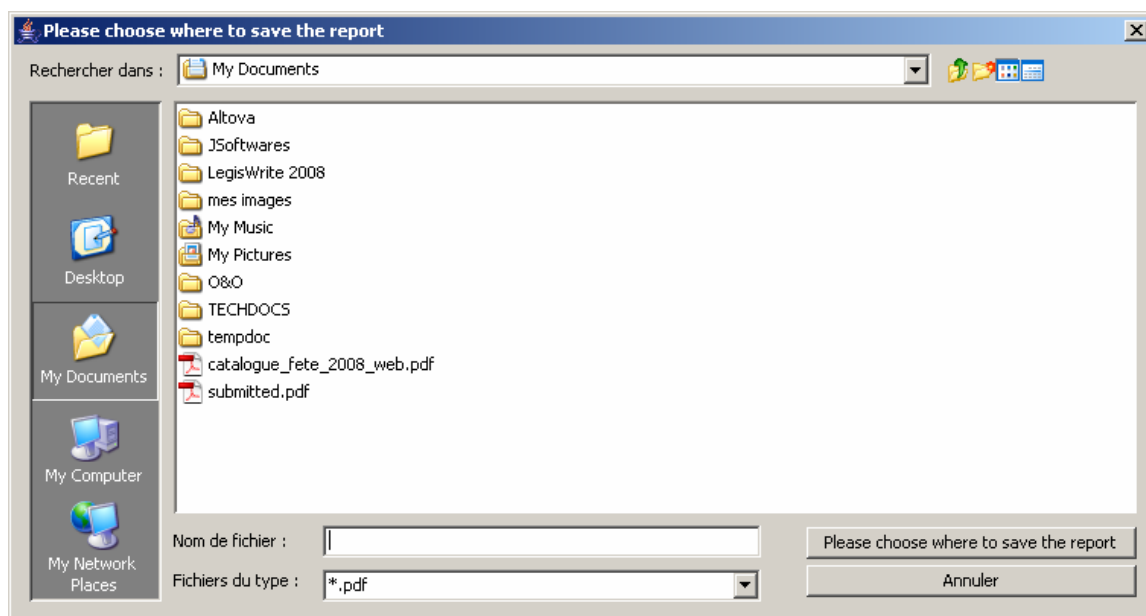
The system will display the following warning, click on "Yes" if you are ready to submit your application.



The system will display this confirmation dialog in order to know if you want to print the official document. Note that the previous printouts are not the official one.



The system will ask you to enter a file name and/or a directory in order to create the document containing the printout.



After submitting the document, you can view the data but each form is read-only.

The PDF file generated above should be printed, signed where indicated and have any required stamps added. Please note that in addition to posting the paper copy of the official application document described above, the final “.esub” file forms part of a complete application.

AFTER submission of the application this file should be sent as an email attachment to the one of the following addresses:

– For the 2008 ANNUAL call:

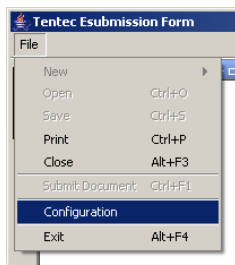
TREN-B2-2008-ANNUALPROGRAM@ec.europa.eu

– For the 2008 MULTI-ANNUAL call(s):

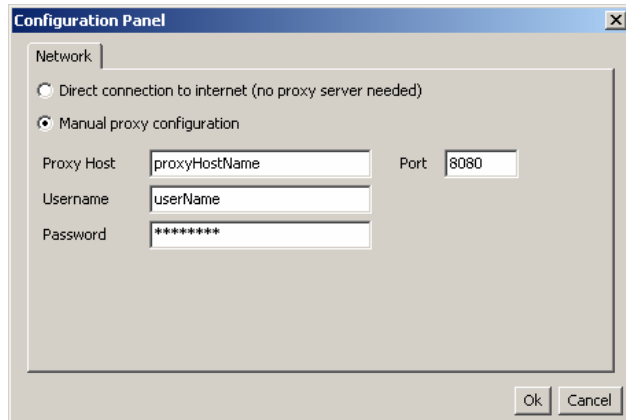
TREN-B2-2008-MULTIANNUALPROGRAM@ec.europa.eu

3.9. Configuration

In order to submit your application and print an official document, use the menu option **File à Configuration**.



The configuration option contains a panel to introduce the proxy configuration settings of your network environment. Please ask your network administrator in order to know your configuration values.



4. STRUCTURE OF THE APPLICATION FORM

This section will describe the structure of the application form and the information needed in every form.

4.1. Section A1 – General information

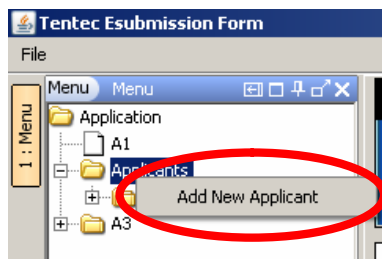
This section contains the general information about the proposed action. It identifies the action as being part of the Multi-Annual Programme or the Annual one. For the Multi-Annual Programme it includes the possible fields.

This section also includes the title and description of the action, the start and end dates, the Priority project and section, and the type of proposal (study or work).

4.2. Section A2 – Administrative information

Section A2 contains all the administrative information related to the applicants. The information in this section will be complemented with that of form B.1.

One application can have one or more applicants. To include a new applicant it is necessary to right-click with the mouse over the entry “Applicants” and the option to add a new applicant appears.



4.2.1. Section A2.1 – Applicants

The section A2.1 contains all the administrative information of the applying Organisation, including its “Legal Status”

4.2.2. *Section A2.2 – Contact points*

The contact points section contains the information about the contact person and the person that signs the application. In both cases if the address is the same as the Organisation applying, it is not necessary to introduce it again.

Tentec ESubmission Form

File

Menu Menu

Application

- A1
- Applicants
 - Applicant 1
 - A2.1
 - A2.2
 - A2.3
 - A2.4
- A3

Proposals Submission Forms

EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK

A2.2

Contact person

Person in charge (For the co-ordinator (participant number 1) this person is the one who the commission will contact in the first instance)

Family Name: Contact person name First name(s): Surname

Function: Contact person function

Is the address different from the legal address ? Yes No

Street name: Organisation address

Street number: 123

Town: Bruxelles

Postal code / cedex: 1000

Country: Belgium

Phone: +3212345678

Fax: +3212345678

E-mail: name@mail.com

Authorised representative to sign this application

Family Name: Signature person name First name(s): Surname

Function: Signature person function

Is the address different from the legal address ? Yes No

Street name: Organisation address

Street number: 123

Town: Bruxelles

Postal code / cedex: 1000

Country: Belgium

Phone: +3212345678

Fax: +3212345678

E-mail: name@mail.com

Signature Date: ven. 16/05/2008

FORM A1 FORM A2_1 (Applicant 1) FORM A2_2 (Applicant 1)*

4.2.3. Section A2.3 – Financial information (Bank account)

This section contains the bank account information where the Commission support will be paid. At least one applicant should provide bank account information.

Proposals Submission Forms

EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK **A2.3**

Account holder

Family name (1) Holder name First name(s) Surname
 Street Name Holder address Number 123
 Town / City Bruxelles
 Postal code / Cedex 1000
 Country Belgium

Contact person

Family name Contact person name First name(s) Surname
 Phone +3212345678
 Fax +3212345678
 Email name@mail.com

Bank

Bank Name Bank name
 Branch Address
 Street name Bank address Number 123
 Town / City Bruxelles
 Postal code / Cedex 1000
 country Belgium
 Account number 539-007547034
 IBAN (2) BE68539007547034

(1) The name or title under which the account has been opened and not the name of the authorized agent.
 (2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated.

FORM A1 FORM A2_1 (Applicant 1) FORM A2_2 (Applicant 1) **FORM A2_3 (Applicant 1)***

The IBAN code is validated before it is saved, if the code is not a valid IBAN code then an error flag appear and it is not possible to save this section.

Account number 539-007547034
 IBAN (2) BE68539007547034X

4.2.4. Section A2.4 – Additional information

This section includes additional information that depends on the legal status of the applicant. This information is only applicable to Member States and to Public or Private Undertaking or Bodies.

- (1) If the applicant is a **Member State**, the “Public or Private Undertaking or Body(ies)” which will implement the action can be added here.

The screenshot displays the 'Tentec ESubmission Form' window. The main title is 'Proposals Submission Forms'. The header includes the European Commission logo, 'EUROPEAN COMMISSION', 'TRANS-EUROPEAN TRANSPORT NETWORK', and the form identifier 'A2.4'. The left sidebar shows a menu structure: Application > A1 > Applicants > Applicant 1 > A2.1, A2.2, A2.3, A2.4, and A3. The main form area is titled 'APPROVAL MEMBER STATE PUBLIC OR PRIVATE UNDERTAKING OR BODY IMPLEMENTATION'. It contains a table with columns 'Organisation legal Name' and 'Country Name'. The first row is 'Implementation body for test application' with 'BE' in the 'Country Name' column. Below the table are 'Add New', 'Modify', and 'Delete' buttons. A modal dialog box is open, titled 'Private or Public or Body Implementation'. It has a field for 'Organisation legal name' with the value 'Implementation body for test application'. Under 'Legal Address', there are fields for 'Street name' (Implementation body address), 'Number' (123), 'Town / City' (Bruxelles), 'Postal Code / Cedex' (1000), and 'Country' (Belgium). There are 'Ok' and 'Cancel' buttons at the bottom of the dialog. At the bottom of the main form, there are tabs for 'FORM A1', 'FORM A2_1 (Applicant 1)', 'FORM A2_2 (Applicant 1)', 'FORM A2_3 (Applicant 1)', and 'FORM A2_4 (Applicant 1)'. The 'FORM A2_4 (Applicant 1)' tab is active.

- (2) If the applicant is a **Public or Private Undertaking or Body**, then this section contains the information of the Member State that approves the application and the person authorised to sign the application.

4.3. Section 3 – Technical and Financial information

The technical and financial information included in this section will be complemented with the information included in form B.2. Additional information as maps, GIS files, etc. can be attached if needed.

4.3.1. *Section 3.1 – Location and activities of the Action*

This section includes the location of the action (Member States, regions and geographical coordinates), the activities and milestones of the action (including the milestones at the start and at the end date of the action) and the contribution of the action to the TEN-T policy objectives.

This section is divided into three different subsections: Location of the actions, Activities and milestones and Contribution of the action to the TEN-T policy objectives as shown in the following figure:

Proposals Submission Forms

EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK **A3.1**

LOCATION OF THE ACTION

Member State(s) and Region(s) | **Geographical co-ordinates**

Member State(s): Belgium
Region(s): Prov. Antwerpen

(1) Regions will be given the following NUTS 2 nomenclature.

ACTIVITIES AND MILESTONES OF THE ACTION

Activities of the Action | **Milestones of the Action**

Activity Number	ISIC code	Activity name	Start date	End date	Verifying Milestone
1	29	Test activity	06/05/2008	07/05/2008	1

(3) For complete description and other codes, see <http://unstats.un.org/unsd/cr/registry/reqcst.asp?CI=17>

CONTRIBUTION OF THE ACTION TO THE TEN-T POLICY OBJECTIVES

If the Action is part of a GlobalProject previously supported under the TEN-T budget, please specify:

Decision number	Title
EU-10200-P	Decision Title

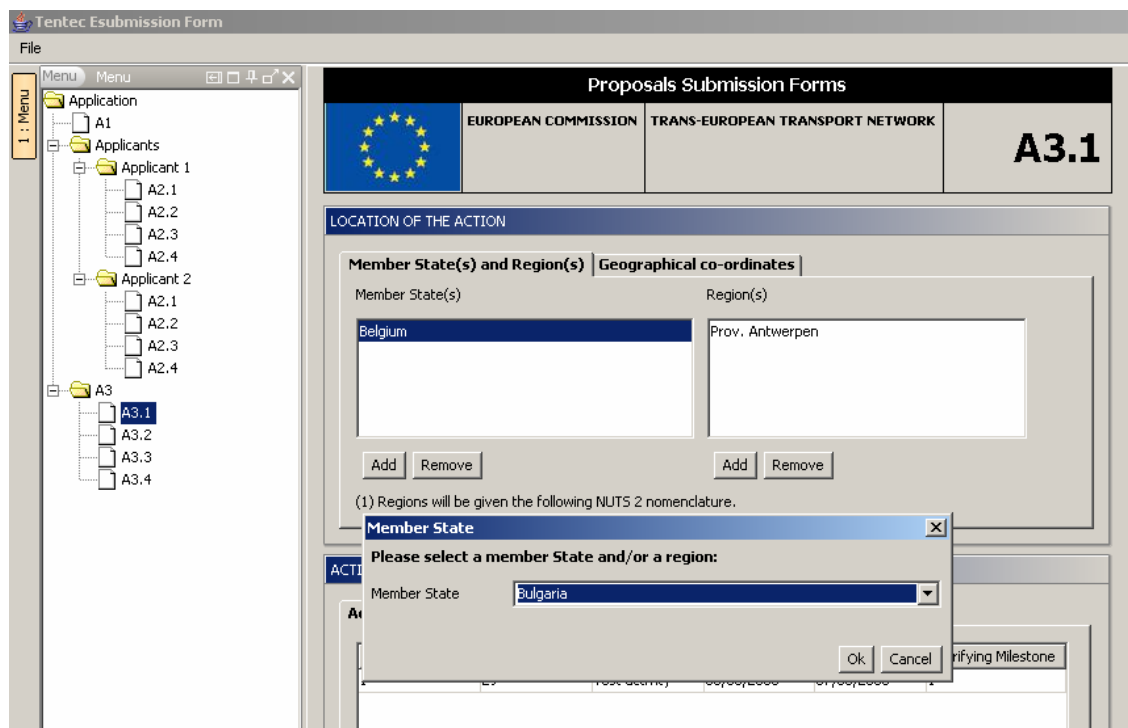
FORM A1 | FORM A2_1 (Applicant 1) | FORM A2_2 (Applicant 1) | FORM A2_3 (Applicant 1) | FORM A2_4 (Applicant 1) | FORM A3

2 : Validation Messages

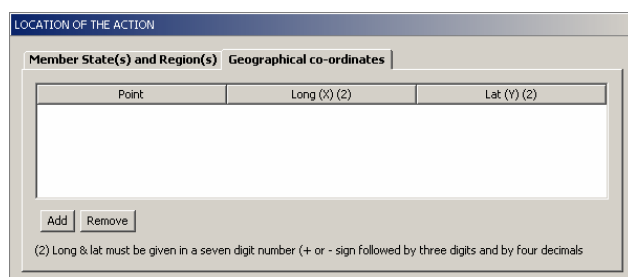
Ready

The location of the action includes the Member States and the Regions where the action takes place. The regions are encoded using the NUTS2 codification of DG REGIO. The location also includes the geographical co-ordinates of the action.

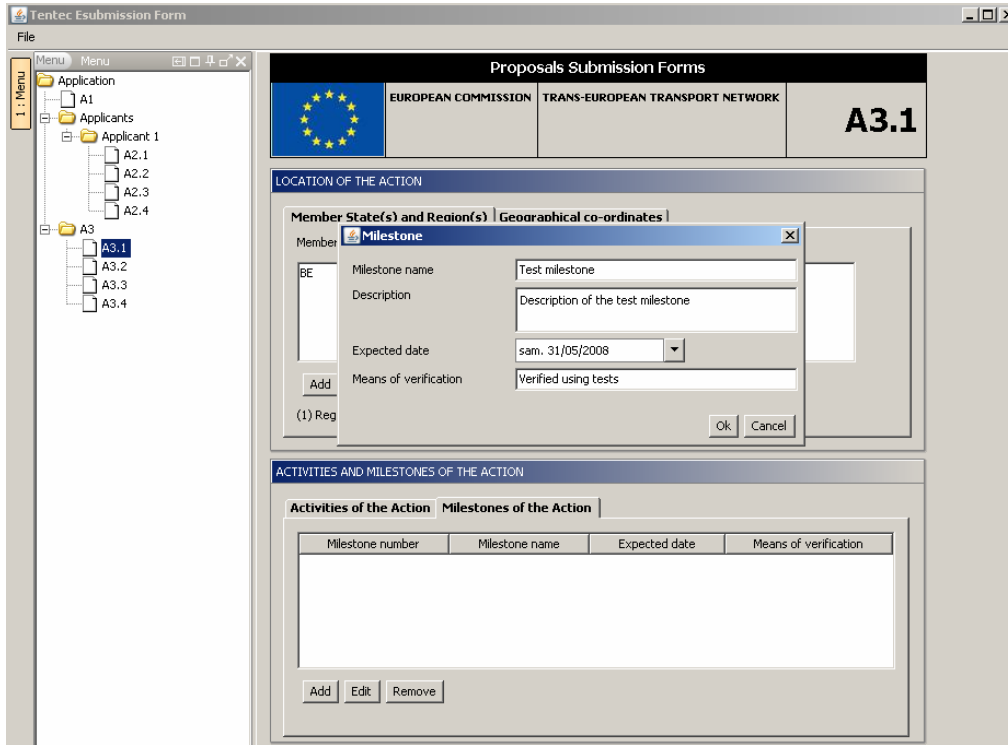
To introduce the Member States and the Regions, first include all the Member States that will take part in the action using the **Add** button under the Member State(s) window that will display a window with a drop down list with all the Member States. Then it is possible to introduce the Regions using the **Add** button under the Region(s) window that will display a window with a drop down list with all the NUTS2 regions of the selected Member States.



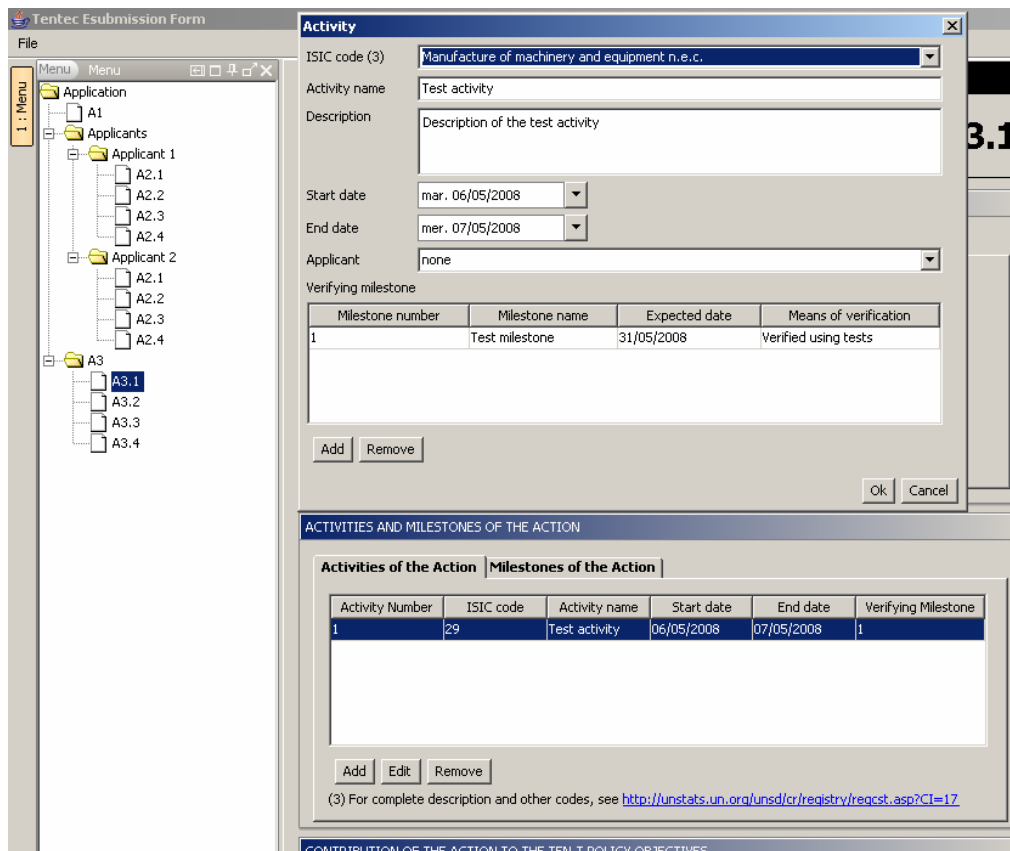
To include the geographical co-ordinates, first select the “Geographical co-ordinates” tab and then use the **Add** button under the window. The geographical co-ordinates are included introducing the longitude and the latitude in a seven digit number format (+ or - sign followed by three digits and by four decimals). The system automatically sorts the points: the first will be the “start point”, the second the “interim point 1” and the last one the “end point”.



To introduce the activities and milestones, start introducing the milestones of the action, since for every activity the verifying milestones must be indicated. Select the “Milestones of the Action” tab and use the **Add** button under the window to include the milestones, one by one. For every milestone it is necessary to include the name of the milestone, the description, the expected date for the milestone and the means of verification. Do not forget to include milestones related with the start and the end date of the Action.



To introduce the activities select the “Activities of the Action” tab and use the **Add** button under the window to include the milestones, one by one. For every activity it is necessary to include the name and description of the activity, the expected start and end dates and the verifying milestones.



For actions that are part of a Global project, in the section “Contribution of the action to the TEN-T policy objectives” include all the previous decisions that previously supported the Global Project under the TEN-T budget. To include a decision use the **Add** button under the window and specify the decision number and the title of the decision.

Decision number	Title
EU-10200-P	Decision Title

4.3.2. Section A3.2 – Financial information (Sources of financing)

The section A3.2 contains the sources of financing of the Global project and the proposed Action. For the Global project please give only the total amounts per category.

For the proposed action the State and the Regional budget must be split by applicant. You will find one entry in each category per applicant defined in section A2.1.

Note that all the amounts must be in EUR.

Global project

	Contribution
State budget(s)	1.000.000,01 €
Regional/local budget(s)	0,00 €
Project promoter (Public or Private)	0,00 €
EIB loan	0,00 €
Other loans	0,00 €
TEN Financing	1.000.000,00 €
Other EU funds (ERDF, CF, FPR)	0,00 €
Other sources	0,00 €
Total	2.000.000,01 €

Proposed Action

	Total	2008	2009	2010	2011	2012	2013	>2013
State budget(s)								
Applicant 1	400.600.0...	200.000.0...	200.000.0...	200.000,00 €	200.000,00 €	100.000,00 €	100.000,00 €	0,00 €
Applicant 2	1,00 €	1,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Regional/local budget(s)								
Applicant 1	148,00 €	42,00 €	50,00 €	56,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Applicant 2	5.000,00 €	0,00 €	5.000,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Project promoter (Public or Private)	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
EIB loan	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Other loans	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
TEN Financing	1.000.000...	200.000,00 €	200.000,00 €	200.000,00 €	200.000,00 €	100.000,00 €	100.000,00 €	0,00 €
Other EU funds (ERDF, CF, FPR)	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Other sources	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total	401.605.1...	200.200.0...	200.205.0...	400.056,0...	400.000,0...	200.000,0...	200.000,0...	0,00 €

(*): Contribution to eligible costs only

4.3.3. Section A3.3 – Financial information (Cost breakdown)

This section contains the estimated cost breakdown of the proposed Action by activities and year.

Note that all the amounts must be in EUR.

It is necessary to include the estimated direct cost of all the activities defined in the section A3.1. There will be an entry per activity defined in this section.

In this section it is also possible to include indirect costs, but only flat rate funding up to 7% of the total direct cost of the Action.

	2008	2009	2010	2011	2012	2013	>2013	Total eligible ...
1. DIRECT COST								
1.1 Test activity	400.000,01 €	1.000.000,...	400.000,00 €	400.000,00 €	200.000,00 €	200.000,00 €	0,00 €	2.600.000,0...
SUBTOTAL DIRECT COST	400.000,0...	1.000.000...	400.000,0...	400.000,0...	200.000,0...	200.000,0...	0,00 €	2.600.000,0...
2. INDIRECT COST	10,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	10,00 €
TOTAL ELIGIBLE COST	400.010,0...	1.000.000...	400.000,0...	400.000,0...	200.000,0...	200.000,0...	0,00 €	2.600.010,0...

Please give an indicative breakdown of estimated eligible costs of the proposed Action, i.e. the action for which a financial contribution from the TEN-T Programme is requested in this application, by activities (**Activities from section A3.1**) and year (all amounts are in EUR).

For multi-beneficiary actions, please fill in a table with the global breakdown of the costs and one table per applicant with respective costs per activity. This does not apply to multi-beneficiary actions which have a common financial structure

4.3.4. Section A3.4 – Technical information of the proposed action

This section contains additional technical information useful for the monitoring of the action. This technical information is organised by transport mode. Please fill the information contained under the tab of the transport mode of the action.

For Motorways of the Sea the corresponding component parts relating to the other modes (road, ports, IWW, rail) should be also be filled out.

Tentec eSubmission Form


File

Menu Menu

- Application
 - A1
 - Applicants
 - Applicant 1
 - A2.1
 - A2.2
 - A2.3
 - A2.4
 - A3
 - A3.1
 - A3.2
 - A3.3
 - A3.4

1 : Menu

Proposals Submission Forms

 EUROPEAN COMMISSION TRANS-EUROPEAN TRANSPORT NETWORK **A3.4**

Railways | Roads | Airports | Air Traffic Management | Ports | Inland Waterways | Motorways of the Sea

	Current Year	Current Value	Target Year	Target Value
Distance of maritime part of link (nm)				
Vessels (type: cont or ro/ro)				
Vessels (type: number)				
Vessels (capacity: TEU or lm)				
Traffic volume (t per year)				
Frequency of departure (e.g.: 1/day)				
Average vessel turn around time (hours in ports per call)				
Duration of the action (number of years)				
Total modal shift (ton/km)				
Total CO2 emissions				
Electronic management system (which)				

FORM A2_2 (Applicant 1) | FORM A2_3 (Applicant 1) | FORM A2_4 (Applicant 1) | FORM A3.1 | FORM A3.2 | FORM A3.3 | FORM A3.4