

**Questions regarding the Programme Support Action under the CEF Transport to support Member States in the development and deployment of European public transport data standards Transmodel, NeTEx and SIRI for the provision of Union-wide multimodal travel information services which apply to the TEN-T network including urban nodes.**

Date: 18 February 2019

To: European Commission – Directorate-General for Mobility and Transport

From: UITP

**Question 1**

With reference to the “standard grant application form”, could you please specify the sections (information of applicants, profile of the applicants, governance of the applicants, operational capacity, declaration of honour, ...) that have to be fulfilled by public bodies and the sections that have to be fulfilled by affiliated partners and other organisation?

**Reply**

According to the call the participation of at least nine Member States in the PSA is requested and one coordinator must be designated.

We understand that UITP has been appointed by more than 15 Member States to coordinate a project proposal. According to the call the proposal can also be submitted by a non-profit association. Hence the proposal could be submitted by UITP on behalf of a consortium of 15 or more Member States (at least 9). In this case each Member State has to fill in its part as an “applicant”.

In order to facilitate the preparation of the proposal we have revised the application form in order to adapt it to the specific CEF PSA. We will publish the revised application form together to this questions and answers document.

**Question 2**

Which ones from the following optional documents have to be provided?

- [Legal details have been included in the Legal Entity Form annexed.]
- [Bank details have been included in the Bank Account Form].
- [Appropriate statement from banks or tax declaration or evidence of professional risk indemnity insurance has been included.]
- [Balance sheets or extracts from balance sheets for the last year for which accounts have been closed have been included with the application form.]

- [Profit and loss account for the last financial year for which the accounts have been closed has been included with the application form.]
- [Audit report by an approved external auditor on the accounts of the last financial year available has been included with the application form.]
- [Affiliated entities: statutory documents and consolidated accounts].

### **Reply**

The revised application form that we have published together with this Q/A document has clarified that the following documents are necessary:

- Legal details must be included in the Legal Entity Forms
- Bank details must be included in the Bank Account Forms
- Audit report by an approved external auditor on the accounts of the last financial year available (this may apply to the coordinator if the coordinator is not a public body and depending on the amount mentioned in section II.2 of the revised form)
- the declaration of honour must be signed by the coordinator and by each applicant (Member State)
- statutory documents and consolidated accounts in the case of affiliated entities

### **Question 3**

There is a set of other documents that are normally signed when applying to a CEF-PSA, are they not needed for this specific PSA?

- Financial Identification Form:  
[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/financial\\_id/fich\\_sign\\_ba\\_gb\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf)
- Legal Entity Form: Private Partner:  
[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/legal\\_entities/legEnt\\_privComp\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf)
- Legal Entity Form: Public Partner:  
[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/legal\\_entities/legEnt\\_public\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_public_en.pdf)

### **Reply**

The legal entity forms and the bank details forms are now referenced in the revised application form.

#### **Question 4**

Concerning the forms in general: what are the legal/liability implications of these forms? Do the people whose information is entered on them become legally liable in some way? How will this information be used?

#### **Reply**

Please find some information in the general frequently asked questions document published on INEA website: [https://ec.europa.eu/inea/sites/inea/files/faqs\\_on\\_the\\_implementation\\_of\\_cef\\_transport-energy\\_actions.pdf](https://ec.europa.eu/inea/sites/inea/files/faqs_on_the_implementation_of_cef_transport-energy_actions.pdf), in particular in section 2 on roles and responsibilities.

#### **Question 5**

Governance of the applicants: How should this be filled out for an organization such as the Ministry of Transport, which – being a ministry – lacks both shareholders and a board?

#### **Reply**

This section is not applicable to public bodies.

#### **Question 6**

Operational capacity: what sort of reference projects come into question here? Only previous work on PSAs, or any sort of project (be it publicly or privately funded) relating to the subject matter – in this case data formats, trainings, etc.?

#### **Reply**

This criteria is not applicable to public bodies. In other cases only projects/activities on the same subject matter are relevant.

#### **Question 7**

Declaration of honour: It is unclear who specifically (which person or organization) should fill this form out – could you please clarify that?

#### **Reply**

In the revised grant application form we have clarified that the coordinator and each Member State (or applicant) in the consortium must fill in and sign the declaration in its name and on behalf of its affiliated entities and implementing bodies.

### **Question 8**

Are Norway and Switzerland eligible?

### **Reply**

According to the specification of this CEF PSA which is in the annex to Commission Implementing Decision C(2018) 146 final, adopted on 17.1.2018, amending Implementing Decision C(2014)1921 establishing a Multi-Annual Work Programme for financial assistance in the field of Connecting Europe Facility (CEF) - Transport sector for the period 2014-2020, third countries can participate to this Action without an EU contribution.

### **Question 9**

Might the Brussels Capital Region take the role of a potential beneficiary; instead of the Belgian federal ministry? And with De Lijn and STIB/MIVB as implementing bodies to this beneficiary, to the Brussels Capital Region. If yes: is it than compliant with the context of Article 2(11) of the Connecting Europe Facility Regulation ?

### **Reply**

Please refer to the reply already published ([http://ec.europa.eu/transport/facts-fundings/grants/index\\_en.htm](http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm)).

### **Question 10**

Is the coordinator funded 100% also for other activities such as: “Promote the results of the proposed Action across ITS fora and congresses, Member States, stakeholders/users, standardisation communities, web sites and any modern communication mean”.

### **Reply**

According to the conditions for awarding this grant, section 13.2.1, all direct costs incurred by the coordinator to manage and coordinate the project is up to 100% funding rate. Section 4 of the annex to the conditions defines the task of the coordinator. Promotion of the results is an important element of any action; in particular in this case it is important that results are used also by those Member States that are not part of the consortium. We believe the proposal should be balanced in terms of which communication activity will be carried out (or coordinated) by the coordinator himself and the communication activities carried out by the Member States or other applicants.