

Q&A

**Subject: Call for proposals - Programme Support Action (PSA)
for Intelligent Transport Services (ITS) for Road.**

Ref: CALL FOR PROPOSALS – MOVE/C3-2015

Q1: Does the cooperation agreement have to be submitted as well? Is a template or example available?

A1: It is not compulsory to provide a cooperation agreement as part of the submission. Such agreement is for the benefit of partners should they want / need it (e.g. to avoid possible litigation). There is no template. The Commission does not interfere any in agreement / Memorandum of Understanding set up between partners.

Q2: Personal data for CVs? Is this relevant? To what extent are CVs necessary (Project Manager only)?

A2: The Call text reads: *The applicants must have the operational and technical competencies and capacities required to complete the proposed Action for which the grant is awarded. They must provide appropriate documents attesting to that capacity.*

The grant application form reads: *The applicant should provide a description of its relevant competences and previous experience as well as those of the key staff who will be involved in the project as a proof of its capacity to implement the action effectively.*

Therefore CVs of key members of staff would be useful.

Q3: Deadline 16:00 CET or 17:00 CET?

A3: The Call text states 17:00 Brussels time, i.e. 17:00 CET.

Q4: The Call text says "8 or more Member States". Is that 8 Member States and possibly public or private undertakings or e.g. 5 Member States and 3 public or private undertakings (from other countries)?

A4: The Call text reads: *Pursuant to Article 9 of the CEF Regulation, only those proposals submitted by one of the following types of applicants are eligible:*

- *Eight or more Member States;*
- *With the agreement of the Member States concerned, international organisations, joint undertakings, or public or private undertakings or bodies established in Member States.*

It means proposals shall be submitted by a minimum of 8 Member States or their undertakings with the agreement of the Member States concerned. As a result the geographical coverage of the Action shall be a minimum of 8 different European countries.

Q5: Are all 'Member States representatives' required to be public or does private with Member States back-up count as well? e.g. if SINA were to join our proposal and not the Italian ministry (but the ministry support SINA and is the official beneficiary). Does that count as Member State? Or is ASFA decided to join, but not the French ministry (ASFA would then be the beneficiary). Does that count as Member State?

A5: With the agreement of the Member States concerned, international organisations, joint undertakings, public or private undertakings or bodies established in Member States are eligible. SINA and ASFA are eligible, and would need the consent of their respective Member States. They 'count' for Member States.

Q6: Can non-EU Member States participate in the Call as well, for instance Norway and Switzerland?

A6: Third countries and entities established in third countries may participate where necessary in order to achieve the objectives of a given project of common interest and where their participation is duly justified. They may not receive financial assistance except where it is indispensable to the achievement of the objective of a given project of common interest.

Q7: Which entities are eligible in order to form a consortium for a PSA proposal? Could Research Centres or Private Non-profit Bodies, like Tecnalía, lead a proposal? Or could they only participate as a partner?

A7: The Call text reads: *Pursuant to Article 9 of the CEF Regulation, only those proposals submitted by one of the following types of applicants are eligible:*

- *Eight or more Member States;*
- *With the agreement of the Member States concerned, international organisations, joint undertakings, or public or private undertakings or bodies established in Member States.*

It means proposals shall be submitted by a minimum of 8 Member States or their undertakings with the agreement of the Member States concerned.

Research Centres or Private Non-profit Bodies are eligible, and would need the consent of their respective Member States.

Q8: The Call text says *"Any applicant that cannot provide the agreement of the member state concerned shall not be eligible"*. Does this mean that the application needs to be signed by the Ministries of the Member States? Or would it be sufficient if e.g. RWS signs for the Netherlands and the Swedish Transport Administration for Sweden?

A8: When undertakings apply, their respective Member States need to sign the application.

Q9: Who needs to sign, the Beneficiary always, or does RWS as a implementing body of a Member State suffice?

A9: The beneficiary is always the one who signs.

Q10: Financial and operational capacity – do these requirements hold for private companies with a Member States back-up?

A10: Only entities 100% owned by public body(ies) are exempt from demonstrating their operational/financial capacity.

Q11: What reporting is obligatory / standard for CEF grants?

A11: The scope of reporting (please check the Model grant agreement published with the Call) will be discussed and agreed at time of signature of the grant agreement.

Q12: Several documents for this Call refer to the "Guide for Applicants". But such a document is not available at http://ec.europa.eu/transport/facts-fundings/grants/2015-c3-psa-its_en.htm. Is it missing, where can I find it?

A12: There is no "guide for applicants" per se. The FAQ addressing individual questions received will serve as "guide for applicants".

Q13: Is there electronic submission foreseen?

A13: No.

Q14: In Part I, 3.1 of the standard grant application form you cannot select "Member State"; should you select "public authority"?

A14: The application form has been updated accordingly.

Q15: In Part I, 3.1 of the standard grant application form what does "SME" mean?

A15: An SME (small or medium-sized enterprise) is an enterprise which employs fewer than 250 persons and which has an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.

Q16: In Part I, 3.1 of the standard grant application form why can you select a "Natural Person"? Proposals by natural persons are rejected, aren't they?

A16: Indeed natural persons are not eligible according to Article 9.3 of the CEF Regulation.

Q17: Has Part V of the standard grant application form to be repeated for each applicant? Each applicant has to sign, or only the coordinating applicant?

A17: The coordinating applicant fills in part V and signs for the whole consortium.

Q18: In the checklist for applicants (page 17 of the standard grant application form) the last three points (balance sheets, profit and loss, audit report) are not necessary for Member States, is this correct?

A18: Indeed balance sheets, profit and loss, audit report are not necessary for Member States.

Q19: Complete chapter II of the standard grant application form is not necessary to be filled for Member States, is this correct?

A19: As stated in sections 10.1 and 10.2 of the Call for proposal, Member States are not required to demonstrate their operational and financial capacity.