**Technical Proposal**

## Foreword

Naming convention: Before uploading the document to the Workspace, please follow this naming convention: [RB Name]\_[Proposal short title]\_[Document Date].docx

Example: ITS\_ Security\_and\_ITS\_PKI\_management \_2022-01-14.docx

## Objective:

The provision of these inputs will undergo a preliminary analysis from DG GROW and other COM services and might be retained as topics of interest. In that case EISMEA will formally invite the ESOs to respond to a call for proposals. Note that it doesn’t preclude that EISMEA also opens their call to other topics than the ones ETSI proposed.

## Annex:

The award criteria provided in annex to this document may give you useful information about EISMEA expectations in terms of evaluation

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| **PROJECT** | |
| **Title:** |  |
| ***Proposal number*** | *ETSI/2023-XX (ETSI Secretariat will provide the number)* |
| **Project Duration:** | XX Months |
| **Organisation:** | ETSI |
| **Expected project Start Date:** |  |
| **Total Action costs (co-funded by EC and EFTA)** |  |

# EXECUTIVE SUMMARY

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| Provides a summary of the proposals highlighting the policy relevance, the output expected, and the resources needed |
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# POLICY RELEVANCE & OBJECTIVES

## Policy relevance

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| Explain how the proposed action fits in with public interest/policy aspects in this clause.  All proposals candidates for EU financial support shall be linked to public policies/requested actions/mandates; public interest.  Proposals must be linked to:   * the Annual Union Work Programme priorities (The AUWP 2024 is expected to be published as a draft in Sept 2023 and as a final document in November 2023) * the EU priorities, legislation and policies * the Single Market Programme (SMP) objectives * or other documents (eg the ICT RollingPlan [Link to the 2024 ICT Rolling plan](https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=1145276124)) |
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## Rationale/Scope and exclusions

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| Provide here concise reasoning and support for the activity proposed – e.g. is it the continuation of prior work that would result in the outcome of the proposal |
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## Objective

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| This is the goal/purpose of the proposed action. It can be as detailed as you want it to be. However, it must have details of what is to be the outcome – especially for ENs (if HS).  The proposal may be offering some different work packages with tasks and different deliverables, and this has to be outlined and justified. |
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## Complementarity with other actions and innovation — European added value (if relevant)

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| **Complementarity with other actions and innovation**  Explain how the Project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations (if applicable).  Illustrate the European dimension of the activities: the transnational dimension of the Project, impact/interest for several EU countries, possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.  Which countries will benefit from the Project (directly and indirectly)? Where will the activities take place? |
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## Market impact

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| Describe how the outcome will enable/implement issues – also highlighting what will happen/the consequences if this action doesn't take place. This section is often left too short and can lead to rejection as the EC seeks to understand the value of money when investing public funds for an action. |
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# Project overview

## Project breakdown structure

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| Describe how the Project has been broken down to achieve the objectives  Group the activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities/tasks. The grouping should be logical and guided by identifiable outputs.  Projects should normally have a minimum of 2 work packages.   * WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc). * WP2 and further WPs should be used for the other project activities.   Justify the duration of the identified work packages and their corresponding tasks. eg:  *WP1 Project Management and coordination (from the start of the project until its end M1 to MXX):*  *Task 1 Project Setup (2 to 3 months before starting the technical work)*  *Task 2 Overall Coordination (from start of the project untill the end)*  *Task 3 Project Reporting (from start of the project untill the end), …*  Duration  Projects should normally range between 12 and 48 months. Projects of longer duration may be accepted in rare and duly justified cases due to the scope of the activities. Extensions are possible, if duly justified and through an amendment.  Provide a Gant chart if needed. |
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## Project deliverables

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| Indicate what are the expected deliverables, types and quantity, produced by the Project per work packages. Always highlight the different outputs – **Work Items and titles are necessary**.  Eg:   * Deliverable ETSI number: “TR/TS/GR/GS/EN(…)XXX vx.x.x (Insert link to the work item number) * Reference: WP# * Scope: * Title:   Include a quality management approach: describe KPI or tools to follow up on the project + the quality of the deliverables  In addition, as contractual documents (and not considered as deliverables), be informed that:   * a Progress Report shall be submitted to EISMEA every 12 months * a Final report shall be submitted to EISMEA at the end of the Project |
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## Resources

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| Describe all resources needed to carry out the project work, such as (but not limited to):   * Technical/management expertise: qualification, experience required, the mix of skills and size of the expert's team * Technical resources: material, equipment, consumables * Others: Events attendance, workshop organisation, Travels… |
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## Role descriptions and project stakeholders

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| Provide a role description for the project management team and any other key resources identified at this time  Identify project stakeholders to show how coordination/consultation/liaison with various stakeholders as well as standards organisations and possibly other international and/or research projects will be necessary to achieve the best outcome of the action. This may be where the TBs (ETSI and external) and other structures may be involved beyond the Project actions.  Stakeholders will be encouraged to provide comments on drafts, either as members of an Industry Reference Group, at meetings and events or by e-mails. The drafts will therefore be made publicly available on the STF/TTF portal page at a number of stages throughout its development when agreed upon by Reference Body. |
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## Total Project costs

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| Provide detailed project costs according to the project breakdown structure (section 3.1) and the resources estimated (section 3.3)  For Technical/management expertise, indicate the estimated effort per work package  Here is an example:   |  |  |  |  | | --- | --- | --- | --- | | **Tasks** |  | **Effort** \* | **Other costs (if any)** \*\* | | WP number 1 | Task 1 | 5 | xxx Euros | | Task 2 | 10 | | WP number 2 | Task 1 | 25 | xxx Euros | | Task 2 | 6 | | Task3 | 22 | | Cost person day |  | XXX Euros **\*** |  |   **\*** Indicate the estimated effort and fill in the cost person day  \*\* If travel budget is needed indicate the duration per travel as well as the expected costs. Add also Equipment costs… The travel budget will be used to reimburse the real cost for travels to represent the Project in meetings of the Reference Body or other RBs and/or to present the Project results in other events or to collect information from identified stakeholders. These travels will mainly be performed by the Project Leader. |
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*Annex: Award Criteria as indicated in the 2022 SMP call for Proposals issued by EISMEA*

**Award criteria**

The **award criteria** for this call are as follows:

 **Relevance (30 points):** clarity and consistency of project, objectives and planning; extent to which they match the themes and priorities and objectives of the call; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries; potential to develop mutual trust/cross-border cooperation.

 Quality:

 **Project design and implementation (30 points):** technical quality; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project (concept and methodology, management, procedures, timetable, risks and risk management, monitoring and evaluation); feasibility of the project within the proposed time frame; cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money).

 **Project team and cooperation arrangements (30 points):** quality of the consortium and project teams; appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium.

 **Impact (10 points):** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends.

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| **Award criteria** | **Minimum pass score** | **Maximum score** |
| Relevance | 21 | 30 |
| Quality — Project design and implementation | 21 | 30 |
| Quality — Project team and cooperation arrangements | 21 | 30 |
| Impact | 7 | 10 |
| **Overall (pass) scores** | **70** | **100** |

Maximum points: 100 points.

Individual thresholds per criterion: 21/30, 21/30, 21/30 and 7/10 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget (i.e. up to the budget threshold). Other proposals will be rejected.