**IMPORTANT NOTICE**

**What is the Application Form?**

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

* Part A contains structured administrative information
* Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

**How to prepare and submit it?**

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

**Character** and **page limits**:

* page limit normally **100** pages (unless otherwise provided in the Call document)
* supporting documents can be provided as an annex and do not count towards the page limit
* minimum font size — Arial 9 points
* page size: A4
* margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

 This document is tagged. Be careful not to delete the tags; they are needed for the processing.

# TECHNICAL DESCRIPTION (PART B)

## COVER PAGE

*Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.*

***Note:*** *Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.*

|  |  |
| --- | --- |
| **PROJECT** | |
| **Project name:** | [project title] |
| **Project acronym:** | [acronym] |
| **Project Duration (in months)** | XX Months |
| **Coordinator contact:** | Luis Jorge Romero, ETSI |

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#@APP-FORM-SMPSTAND@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

## PROJECT SUMMARY

|  |
| --- |
| **Project summary** |
| Abstract. Limit the text to 2 000 characters **with spaces**.  Tip: On Word, to monitor the number of characters, select the text and go to tab Review, and click on Word Count in the Proofing sub-menu |

#§PRJ-SUM-PS§# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

## 1. RELEVANCE

### 1.1 Background and general objectives

|  |
| --- |
| **Background and general objectives**  *Describe the background and rationale of the project.*  *How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project’s contribution to the priorities of the call?* |
| Insert text |

### 1.2 Needs analysis and specific objectives

|  |
| --- |
| **Needs analysis** **and** **specific objectives**  *Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?*  *The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).* |
| Insert text |

#§PRJ-OBJ-PO§# #@COM-PLE-CP@#

### 1.3 Complementarity with other actions and innovation

|  |
| --- |
| **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.* |
| Insert text |

#§COM-PLE-CP§# #§REL-EVA-RE§# #@QUA-LIT-QL@# #@CON-MET-CM@#

## 2. QUALITY

### 2.1 Concept and methodology

|  |
| --- |
| **Concept and methodology**  *Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project’s objectives.* |
| Insert text |

#§CON-MET-CM§# #@CON-SOR-CS@#

### 2.2 Consortium set-up

|  |
| --- |
| **Consortium cooperation and division of roles (if applicable)**  *Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?*  *In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.*  ***Note:*** *When building your consortium you should think of organisations that can help you reach objectives and solve problems.* |
| Not Applicable for ETSI |

### 2.3 Project teams, staff and experts

|  |  |  |
| --- | --- | --- |
| **Project teams and staff**  *Describe the project teams and how they will work together to implement the project.*  *List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any) and describe briefly their tasks. Provide CVs of all key actors (if required).* | | |
| Name and function | Organisation | Role/tasks/professional profile and expertise |
| Léa Belloulou  Head of Funded Activities | ETSI | Head of ETSI funded Projects planning and control   * Management of the project costs and funding * Responsible for the Reporting to ETSI Management and EC/EFTA. * Management of audit processes on Funded projects * Management of contractual aspects * Monitoring of the administrative and financial tasks of the projects * Validation of milestones, payments |
| XXXX XXXX  Technical Officer | ETSI | ETSI Technical officer for the Technical Committee XX   * Act as prime ETSI Secretariat contact for the standardization activity. * Supervise the operation of the standardization activity under the relevant Directives, monitor progress of work programme. * Advise the group on the application of the relevant directives, drafting rules, and common best practice. * Ensure that deliverables are fit for purpose, and in line with the relevant directives, drafting rules and quality recommendations, and accompany them through the drafting and publication phases. * Act as secretary where appropriate, provide official reports of the group's meetings, highlighting actions and decisions. * Ensure that decisions, actions, approval of new work items and deliverables are properly recorded and communicated within the Secretariat. * Monitor activities of other relevant groups, both inside and outside of ETSI and advise of relevant activities as required. * Take appropriate actions to develop and maintain personal expertise in the relevant technical areas, and associated regulatory and market affairs |
| XXXX XXXX  TC Chair | ETSI | TC Chair |
|  |  |  |

|  |
| --- |
| **Outside resources (subcontracting, seconded staff, etc)**  *If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).*  *If there is subcontracting, please also complete the table in section 4.* |
| Insert text  Indicate the number of experts required and the qualifications and competencies for each of them.  XXXXX  According to ETSI Technical working procedure on the selection of the service providers, ETSI will issue a call for expertise to get the necessary skills and resources as described below.  C:\Users\kozubal\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\CCC5FF89.tmp |

### 2.4 Consortium management and decision-making

|  |
| --- |
| **Consortium management and decision-making (if applicable)**  *Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.*  ***Note:*** *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.* |
| Not applicable for ETSI |

#§CON-SOR-CS§# #@PRJ-MGT-PM@#

### 2.5 Project management, quality assurance and monitoring and evaluation strategy

|  |
| --- |
| **Project management, quality assurance and monitoring and evaluation strategy**  *Describe the measures planned to ensure that the project implementation is of high quality and completed in time.*  *Describe the methods to ensure good quality, monitoring, planning and control.*  *Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.* |
| Insert text  Depending on your needs on project management, you can use the following text and table:  “*A combination of frequent on-line progress meetings, face-to-face meetings and internal progress reports will create a clear view of the progress. Over and above the management of individual WPs, a lean, yet rigorous management framework linking all project components will be implemented.*  *From previous projects in ETSI, a formal internal review process has proven to be the most effective way to ensure a high-quality orientation throughout the project. The main instrument will be the peer-review by at least two technical experts from within the project, the formal check of the deliverables by the ETSI secretariat and a final check by the Coordinator and WP1 leader.*  *In the initial phase the WP1 leader takes care for a harmonised peer-review process, i.e., the evaluation against defined scientific criteria and quality standards as proposed in the table below.”*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Criteria* | *Definitely* | *Satisfactorily* | *Somewhat* | *Not at all* | *Not applicable* | | *Deliverable matches the expected requirements* |  |  |  |  |  | | *Objectives are clear and in line with the planned activities?* |  |  |  |  |  | | *Issues at project level are properly treated?* |  |  |  |  |  | | *Author responds to readers’ needs?* |  |  |  |  |  | | *Technical approaches used are appropriate?* |  |  |  |  |  | | *Content is well organised?* |  |  |  |  |  | | *Issues raised are relevant?* |  |  |  |  |  | | *Contents contribute to the state of the art?* |  |  |  |  |  | | *Conclusions (if any) are valid?* |  |  |  |  |  | | *Deliverable is complete (no major parts missing)?* |  |  |  |  |  | | *Deliverable is formally correct.* |  |  |  |  |  | |

#§PRJ-MGT-PM§# #@FIN-MGT-FM@#

### 2.6 Cost effectiveness and financial management

|  |
| --- |
| **Cost effectiveness and financial management**  *Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.*  *Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.*  *Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.* |
| Insert text |

#§FIN-MGT-FM§# #@RSK-MGT-RM@#

### 2.7 Risk management

|  |  |  |  |
| --- | --- | --- | --- |
| **Critical risks and risk management strategy**  *Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.*  *Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.*  ***Note:*** *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management. Examples are available in the User Guide and in the document named Risks\_sample.docx* | | | |
| Risk No | Description | Work package No | Proposed risk-mitigation measures |
|  |  |  |  |
|  |  |  |  |

#§RSK-MGT-RM§# #§QUA-LIT-QL§# #@IMP-ACT-IA@#

## 3. IMPACT

### 3.1 Impact and ambition

|  |
| --- |
| **Impact and ambition**  *Define the short, medium and long-term effects of the project*.  *Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?* |
| Insert text |

#§IMP-ACT-IA§# #@COM-DIS-VIS-CDV@#

### 3.2 Communication, dissemination and visibility

|  |
| --- |
| **Communication, dissemination and visibility of funding**  *Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.*  *Describe how the visibility of EU funding will be ensured.* |
| Insert text |

#§COM-DIS-VIS-CDV§# #@SUS-CON-SC@#

### 3.3 Sustainability and continuation

|  |
| --- |
| **Sustainability, long-term impact and continuation**  *Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?*  *What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?*  *Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?* |
| Insert text |

#§SUS-CON-SC§#

#@WRK-PLA-WP@#

## 4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

### 4.1 Work plan

|  |
| --- |
| **Work plan**  *Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).* |
| Insert text |

### 4.2 Work packages, activities, resources and timing

|  |
| --- |
| **WORK PACKAGES** |
| **Work packages**  *This section concerns a detailed description of the project activities.*  *Group your 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, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs. Each Work package should have at least ONE Milestone and ONE Deliverable.*  *A deliverable cannot be in several work packages.*  *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) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.*  *For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).*  *Work packages covering financial support to third parties ( only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support).*   * *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).* |
| **Objectives**  *List the specific objectives to which the work package is linked.* |
| **Activities and division of work (WP description)**  *Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.*  *Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating* ***in bold*** *the task leader.*  *Add information on other participants’ involvement in the project e.g. subcontractors, in-kind contributions.*  ***Note:***  *In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost.* *Please indicate the in-kind contributions that are provided in the context of the work package.*  *The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*  *If there is subcontracting, please also complete the table below.* |
| **Milestones and deliverables (outputs/outcomes)**  ***Milestones*** *are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.*  *Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.*  ***Deliverables*** *are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.*  *For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.*  *For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the ‘Description’ field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).*  *For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.*  *The labels used mean:*  *Public — fully open (* *automatically posted online on the Project Results platforms)*  *Sensitive — limited under the conditions of the Grant Agreement*  *EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803)*. *For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.*  Indicate expected deliverables (& outcomes) produced by the project. Always highlight the different outputs – **Work Items** and **titles** are necessary.  Include the quality management approach  Duration of the action is for the Reference Body to decide – do not be over-ambitious as this can result in requests for amendment if timings go away and the EISMEA may not agree. Should the action require 30 months then this may be agreed. |

#### Work Package 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package 1:** *eg***: Project management and coordination** | | | | | | | | | | | | | | | |
| **Duration:** | | | MX - MX | | **Lead Beneficiary:** | | | | ETSI | | | | | | |
| **Objectives** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Activities and division of work (WP description)** | | | | | | | | | | | | | | | |
| Task No  (continuous numbering linked to WP) | Task Name | | | | | Description | | | | | Participants | | | | In-kind Contributions and Subcontracting  (Yes/No and which) |
| Name | | Role  (COO, BEN, AE, AP, OTHER) | |
| T1.1 |  | | | | |  | | | | | ETSI | |  | |  |
| T1.2 |  | | | | |  | | | | | ETSI | |  | |  |
|  |  | | | | |  | | | | | ETSI | |  | |  |
| **Milestones and deliverables (outputs/outcomes)** | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | Work Package No | | | Lead Beneficiary | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS1 | |  | | 1 | | | ETSI |  | | | |  | |  | |
| MS2 | |  | | 1 | | | ETSI |  | | | |  | |  | |
| Deliverable No  (continuous numbering linked to WP) | | Deliverable Name | | Work Package No | | | Lead Beneficiary | Type | | Dissemination Level | | Due Date  (month number) | | Description  (including format and language) | |
| D1.1 | |  | | 1 | | | ETSI | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | | *[*PU *—* Public]  *[*SEN *—* Sensitive*]*  *[*R-UE/EU-R — EU Classified*]*  *[*C-UE/EU-C — EU Classified*]*  *[*S-UE/EU-S — EU Classified*]* | |  | |  | |
| D1.2 | |  | | 1 | | | ETSI | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | | *[*PU *—* Public]  *[*SEN *—* Sensitive*]*  *[*R-UE/EU-R — EU Classified*]*  *[*C-UE/EU-C — EU Classified*]*  *[*S-UE/EU-S — EU Classified*]* | |  | |  | |

|  |
| --- |
| **Estimated budget — Resources** |
| See TOTAL PROJECT COSTS table below. |

#### Work Package …

*To insert work packages, copy WP1 as many times as necessary.*

## Total Project costs

|  |
| --- |
| Provide detailed project costs according to the project breakdown structure and the resources estimated |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Budget table (sample)** | | | **Travel costs** |  | | **Tasks** |  | **Effort** \* | **Travel costs** \*\* | \* Indicate the estimated effort and the fill in the cost person day | | WP number 1 | Task 1 | 5 | xxx Euros | \*\* Indicate the duration per travel as well as the expected 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. |  | | Task 2 | 10 | | WP number 2 | Task 1 | 25 | xxx Euros | | Task 2 | 6 | | Task3 | 22 | | Cost person day |  | XXX Euros \* |  | |

#### Subcontracting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subcontracting**  *Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).*  *Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.*  ***Note:*** *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*  *Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).* | | | | | | | |
| Work Package No | Subcontract No  (continuous numbering linked to WP) | Subcontract Name  (subcontracted action tasks) | Description  (including task number and BEN/AE to which it is linked) | | Estimated Costs  (EUR) | Justification  (why is subcontracting necessary?) | Best-Value-for-Money  (how do you intend to ensure it?) |
| 1-xx | NA | NA | NA | | XXXXX | Expertise not available in ETSI Secretariat | Subcontractors are selected on a case-by-case basis in the context of an open call through a clearly defined process (typically one or more of the following, publication of the call through ETSI Collective letters to the membership, Technical Body mailing lists or explicit calls for tender). |
| Other issues:  *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.* | | | | Each subcontractor/expert is allocated to specific tasks with an expected level of contribution. The financial resources allocated to the subcontractor are calculated on this principle.  ETSI Secretariat (Funded Activities, Technical officers…) will ensure the project planning and controlling with the Technical Committee without charging the related costs to the project whereas subcontractors will perform the development and technical execution of the project.  ETSI Secretariat has no expert as staff thus all tasks are subcontracted. Besides the technical project management (WP1) will be handled by the selected subcontractor as Project Leader to ensure the technical tasks execution and quality by the other subcontractors. | | | |

#### Timetable

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timetable (projects up to 2 years)**  *Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.*  ***Note:*** *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTIVITY** | **MONTHS** | | | | | | | | | | | | | | | | | | | | | | | |
| **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** | **M 13** | **M 14** | **M 15** | **M 16** | **M 17** | **M 18** | **M 19** | **M 20** | **M 21** | **M 22** | **M 23** | **M 24** |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timetable (projects of more than 2 years)**  *Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.*  ***Note:*** *Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTIVITY** | **YEAR 1** | | | | **YEAR 2** | | | | **YEAR 3** | | | | **YEAR 4** | | | | **YEAR 5** | | | | **YEAR 6** | | | |
| **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Timetable**  *Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.*  ***Note:*** *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.* | | | | | | | | | | | | |
| **ACTIVITY** | **MONTHS** | | | | | | | | | | | |
| **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |

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## 5. OTHER

### 5.1 Ethics

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| **Ethics** |
| Not applicable. |

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### 5.2 Security

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| **Security** |
| Not applicable. |

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## 6. DECLARATIONS

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| --- | --- |
| **Double funding** | |
| **Information concerning other EU grants for this project**  *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).* | **YES/NO** |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details. | YES |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details. | YES |

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| --- |
| **Financial support to third parties (if applicable)**  *If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project’s objectives.* |
| Not applicable. |

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# ANNEXES

**LIST OF ANNEXES**

Standard

Detailed budget table/Calculator (annex 1 to Part B) *—will be provided by ETSI Secretariat*

CVs (annex 2 to Part B) *—* *mandatory, if required in the Call document (will be provided by ETSI Secretariat)*

Annual activity reports (annex 3 to Part B) *—* *not applicable*

List of previous projects (annex 4 to Part B) *— not applicable*

Special

Other annexes (annex X to Part B) *—* *mandatory, if required in the Call document*

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| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 01.03.2022 | Initial version (new MFF). |
| 2.0 | 01.06.2022 | Consolidation, formatting and layout changes. Tags added. |
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