



Technical Support Instrument Regulation (EU) 2021/240 (TSI Regulation)¹

GUIDANCE - REQUEST RELATED TO THE IMPLEMENTATION OF THE GREEN, DIGITAL OR PUBLIC ADMINISTRATION RRP MEASURES

Accompanying the template for request for technical support (Article 9 of the TSI Regulation)

The request for technical support (hereunder “the request”) should be filled in after careful reading of these instructions and the TSI Regulation.

The purpose of these instructions is to facilitate the submission of requests for support **under the dedicated TSI 2021 call** to the Commission. The Commission will analyse the request for support in line with Article 9 of the TSI Regulation. The information submitted will also serve as a basis for reaching an agreement with the Member State concerned, resulting in a Cooperation and Support Plan.

The information included in the template for the request will be considered sensitive or confidential to the Member State insofar as it concerns the public interest of the Member State, unless otherwise specified by the authorities submitting the request.

Personal data provided in the request are processed in accordance with the applicable data protection rules. The privacy statement explaining the processing of personal data could be found in section 7 of the record at the following link: <https://ec.europa.eu/dpo-register/detail/DPR-EC-04667>

DEDICATED TSI 2021 CALL - INTRODUCTION

Who submits the request for support?

Requests selected under the dedicated TSI 2021 call need to be formally submitted by the **TSI Coordinating Authority**.

The Coordinating Authority is responsible for submitting requests for technical support on behalf of the Member State concerned, for coordinating the planning and submission of the requests for support, as well as for the overall implementation of the support measures, in cooperation with the Commission.

¹ Regulation (EU) 2021/240 of the European Parliament and of the Council of 10 February 2021 establishing a Technical Support Instrument, OJ L 57, 18.2.2021, p. 1–16.

The Coordinating Authority is the single contact point for the interaction with the Commission on the matters related to the TSI. Member States designate the Coordinating Authority in accordance with their legal framework.

For this dedicated TSI 2021 call, TSI Coordinating Authorities are strongly encouraged to submit **no more than three requests** in total. The national authority responsible for the overall coordination of the RRP is strongly encouraged to be involved as the recipient authority or together with the recipient authority.

In case there are several requests from one Member State for this dedicated TSI 2021 call, the TSI Coordinating Authority should indicate **the order of priority** decided by the Member State.

Please note that each request should be submitted separately through the DG REFORM portal².

This dedicated TSI 2021 call offers the possibility for Member States to submit a request for technical support related to the implementation of the green, digital or public administration measures in the Recovery and Resilience Plans (RRPs) under the Recovery and Resilience Facility³ (RRF). This type of request has a separate template (see annex II).

Please indicate the title of the request. The title should be concise and indicate the purpose of the request for support.

General information: contact details and title of the request

Please indicate the relevant **contact details** of the recipient national authority and the relevant contact persons, including their contact details (name, address, function, email, phone number, etc.).

The **recipient national authority** is the authority of the Member State that requests the support, and, in case of selection, that will be responsible for its implementation, in cooperation with the Commission (i.e. DG REFORM).

Please, tick the box if, to your knowledge, this request covers the same policy area and priorities for support as identified in the request(s) submitted by other Member State(s) under the present call of the TSI. Please, tick this box only if you are aware that other Member State is requesting technical support, and such request addresses the same topic as your request (for example, if you had bilateral discussions with other authorities of another Member State).

1. DESCRIPTION OF THE PROBLEM/NEED TO BE ADDRESSED

² <https://webgate.ec.europa.eu/srss-portal/>

³ Regulation (EU) 2021/241 of the European Parliament and of the Council of 12 February 2021 establishing the Recovery and Resilience Facility, OJ L 57, 18.2.2021, p. 17–75.

Article 9(5) of the TSI Regulation defines the criteria for analysis by the Commission of the request for support: urgency, breadth and depth of the challenges identified, support needs in respect of the policy areas concerned, analysis of socio-economic indicators and institutional and general administrative capacity of the Member State.

The Commission will use the information requested herewith, and that must be provided by the Member State, to carry out the analysis of the requests.

1.1 What is the problem/need to be addressed with the support requested?

Please provide a detailed description of the problem or the need to be addressed with the requested support measures.

1.2 Breadth of the problem/need

Please explain how broad is the problem/need? Does the problem that the request is trying to address affect a significant part/sector of the economy, which is particularly important for the Member State? Does it extend across several policy areas (i.e. could the results of the action also have an impact on other policy areas)? Is the problem/need likely to spread to other policy areas ("spill-over")? Does it cover different aspects of a specific policy area?

1.3 Depth of the problem/need

How deep is the problem/need? Is the problem/need severe (e.g. having potential negative consequences for the economy, if so – which ones)? Were there any previous reform efforts? What was the impact of those efforts? What did not work and why? What still needs to be addressed?

1.4 Urgency of the request for support

[NOTA BENE: the urgency of the request should not be confused with the request for (temporary) "special measures" under urgency]

In order to determine the urgency of the request, information should be provided on the basis of the following elements.

- Is the problem/need a new/emerging one?
- Is the request for support linked to a deadline that must be respected (e.g. in the context of the implementation of the RRFs under the RRF etc.)?
- Is the rapid execution of the support a key factor in resolving the problem/need?
- Is there a date after which the requested support measures become irrelevant?

NOTA BENE: If there is a deadline (from the RRP perspective) for starting the implementation/delivery of the measures, please clearly indicate the deadline.

1.5 Socio-economic and environmental indicators

The relevant socio-economic and environmental indicators will be taken into consideration when analysing the request. These indicators may be macro-economic indicators, environmental indicators, general indicators or indicators related to the relevant policy area of the RRP (e.g. unemployment rates, rates for early leavers from education, at-risk-of-poverty-or-social-exclusion rates, investment rates, indicators of investment bottlenecks, non-performing loans rates, etc.). These data will back-up the request for support. Therefore, please make sure that the data provided is related to the problem to be addressed and the support requested and that it is recent.

For each request, if *available*, please provide socio-economic and environmental indicators relevant to the policy area(s)/sector(s) of the RRP. Detailed quantitative evidence can be submitted as attachment on the platform of DG REFORM, or at a later stage.

1.6 Other means/ funding

Please, provide a short description of the means/funding that the Member State considered for implementing the requested support. If such options have been explored, please specify which ones. If possible, indicate also what is the complementarity of other funds with the technical support requested.

Please note that this section refers not only to means/funding at EU level, but at international, regional and national levels as well (capacity at national level to carry out the measures).

2. DESCRIPTION OF THE SUPPORT MEASURES REQUESTED AND ESTIMATED COST

2.1 Indicative description of the support measures requested

If already envisaged, please provide an outline of possible support activities, e.g.: provision of ad hoc experts; placing resident experts on the ground; capacity building: seminars, conferences, workshops, working visits, training; collection of data; development of methodologies; studies and expertise related to policy advice, policy change, legislative, institutional, structural and administrative reforms, etc.

The full list of eligible actions is provided in Article 8 of the TSI Regulation.

If possible, indicate also the envisaged key outputs (e.g. diagnostic report, comparative *analysis*, recommendations, feasibility study, technical specifications for an IT tool, guidelines).

Please explain also how the requested support measures will help to address the problem identified.

2.2 Indicative duration of the support measures requested

Please provide the overall estimated starting and end date of the requested technical support (covering all proposed measures). If possible, please provide also an indicative starting and an end date of each individual requested support measure/activity and/or their estimated duration.

Please mention also if there are important deadlines at national level for the RRP implementation.

2.3 Indicative estimated total cost of the support measures requested (in EUR)

Please indicate how much you estimate the support measures/activities would cost. Please note, however, that this is only an estimation, which can help determine the final costing. It does not bind the Member State nor the Commission in any way.

Indicate the estimated total cost (in EUR) of the support measures (number). Please note that this is a numerical field – only enter numbers – no letters, spaces, full stops, nor commas.

➤ 2.3.1 Additional information (indicative cost items/indicative budget breakdown)

Please provide (if known) a more detailed budget breakdown of the estimated total cost or information on the indicative cost items of requested support measures.

Indicative cost items are supposed to assist in quantifying the effort required to deliver the requested support measures (if already known and indicated in point 2.1.) and breaking down the request into tangible tasks/steps. It can be the form of expertise that would be needed, for example:

- capacity building seminars, conferences and workshops (X working days for Y participants and with Z experts);
- benchmarking analysis, studies, research (finalised in a report and dissemination workshop for X participants);
- short-term experts, long-term experts (X experts for Y amount of time);
- study visits to other Member States (to approx. X countries), expert mission/workshop (X number of days for Z participants to approx. X countries).

2.4 Expected results/use of the results of the support measures requested

Indicate the ultimate objective that the support measures should achieve (expected result of the requested support). What would be possible benefits for

the implementation of the RRP? How does the Member State intend to use the support provided to achieve the expected results?

2.5 Administrative capacity of the Member State

(this refers to the recipient national authority and its capacity to implement and absorb the requested support measures).

The administrative capacity should take into account the capacity of the Member State to implement and absorb the support measures to be provided and to carry out the reforms for which support is requested.

Please indicate if there is any structure/team within the recipient national authority to manage the project and to follow-up on the results after the project completion. Please also elaborate on the wider inter-institutional cooperation envisaged for the technical support project and subsequent reform (i.e. how will relevant stakeholders, such as other ministries or implementing agencies, be involved).

In addition, please indicate the resources (staff, budget for complementary activities, etc.) that the recipient national authority requesting support is ready to dedicate for these purposes.

2.6 Envisaged provider(s) (if applicable)

If applicable, please indicate suggestions you may have for support provider(s) for certain support activities (a Member State authority or public body, international organisations, other public-sector entities, etc.). Indicate also which entity/organisation (and why) could help carry out the support measures. If more than one and/ or if you envisage to use both public and private providers, please indicate accordingly. Please do not provide names of private providers.

Please note also that this is only a suggestion; the final selection of the provider is undertaken by the Commission on the basis of the applicable rules, notably, the relevant rules stemming from, inter alia, the Financial Regulation (Regulation (EU) No 2018/1046).

3. CIRCUMSTANCES OF THE REQUEST

*According to Article 9(3) of the TSI Regulation, the request can be related to **different circumstances** ("triggering factors").*

Input from Member State is not required as the applicable has been ticked.

3.1. Additional information

Please add relevant explanations for the pre-selected circumstances. Please *also* add relevant explanations as appropriate.

Please provide more detailed information on how does the request relate to the national RRP (to which RRP component(s)) and the European Flagships if relevant.

For economic governance, please indicate also the Member State's country-specific recommendation(s) and country report(s) concerned (number(s), years(s)).

For Union priorities and own reforms, indicate specific priorities and add references to national reform(s).

Please provide supporting information to justify your selection: e.g., references to the RRP.

Disclaimer:

Please note that the request is fully subject to the principles governing the TSI Regulation and Regulation No 2018/1046 on the Financial Rules applicable to the General Budget of the Union. In compliance with the principle of prohibition of double funding, the recipient national authority shall immediately inform the European Commission of other related ongoing actions financed by the EU budget. In no circumstances, shall the European Commission finance the same costs twice.

By submitting this request, the Member State accepts that, should the request be selected for funding under the TSI, the Member State will confirm to the Commission that there is no overlap between the request selected under the TSI and concrete actions funded under other EU instruments and that double funding is not present for this selected request.

The provision of the technical support under the TSI is without prejudice to the responsibilities of Member States in relation to the fulfilment of relevant milestones and targets of the RRP and is without prejudice to the assessment that the Commission carries out in relation to the Member State's relevant request for payment.
