



European
Commission

JTP GROUNDWORK

Frequently Asked Questions

*Regional and
Urban Policy*

JTP GROUNDWORK

Frequently Asked Questions

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Disclaimers

The information provided in the application form will be considered sensitive and confidential. Personal data will be processed in line with the applicable law on data protection in the European Union.

The JTP GROUNDWORK team reserves the right to adjust the timing of the delivery of support to selected beneficiaries to facilitate the workflow and the allocation of resources.

The JTP GROUNDWORK team reserves the right to follow-up with applicants to request specific clarifications on the application content.

Eligibility of applicants

1. *Is the offered JTP GROUNDWORK technical assistance **only applicable to JTF regions**?*
 - Yes. Our programme can only be offered to those specific [JTF territories](#) that are identified in Territorial Just Transition Plans (TJTP) approved by the European Commission (through the adoption of the related JTF programmes) at the time of submitting an application to JTP GROUNDWORK. Activities proposed by applicants must align with approved TJTPs and the scope of JTP GROUNDWORK.
 - This prerequisite also inherently restricts eligibility only to EU Member States, and specifically to certain pre-defined regions within them.
 - Although applicants from all eligible JTF territories are welcome to apply, JTP Groundwork is focused on supporting those regions that face particularly difficult challenges in implementing their TJTP and are most in need of receiving technical assistance support.
2. *Do applicant institutions need to be **located within those defined JTF regions**?*
 - Applications are welcome from all actors with a relevant role in the implementation of the TJTPs actively contributing to the just transition process at national, regional, local, or community levels.
 - Given the purpose of JTP GROUNDWORK is to increase capacities of relevant regional stakeholders and local ownership, applicants should generally be located within JTF regions. However, in certain circumstances, other considerations might be made, for example if a relevant national public ministry or similar wishes to apply (from its capital) to lead technical assistance for an eligible region outside the capital.
 - Similarly, applicants are encouraged to name within their application form additional core participants that are located within the targeted region(s).
3. *Are there certain **restrictions on types of institutions or sectors** that may apply (or be named as participants within their application form)?*
 - JTP Groundwork is open to all types of applicants from public authorities to civil society to private sector to academia. Any stakeholders relevant to the implementation of approved TJTP commitments and priorities are welcome to apply.
 - Nonetheless, such relevant decision-making public authorities and relevant socio-economic partners in the regions are particularly encouraged to be the main applicants – the former typically have an inherent role within JTF implementation and are seen as crucial for ensuring the longevity of measures and governance, while the latter are seen as key, competent actors valuable to include within strong partnerships.
 - At the least, any other types of applicants are strongly recommended to include at least some representatives from these groups amongst their proposed partners, and/or to explain that they enjoy support from relevant decision-making institutions to apply the results of the assistance to the JTF process.
4. *Which kinds of **criteria** are being used to evaluate applicants?*
 - JTP Groundwork programme will start with up to 6 recipients and target the regions that need the assistance most.

- The Commission will assess the applications based on how they will contribute to a better implementation of the TJTP in the relevant territory, having regard to the various types of regions that benefit from the JTF. Applications should therefore demonstrate a clear need for support or capacity, and show how it will lead to concrete results within a realistic timeframe.
- In addition, it is recommended that applicants demonstrate their strong commitment to the ambitions set in the TJTP(s), their ability to deliver the results and their plans for applying a partnership approach.

Content within the application form

5. Does JTP GROUNDWORK define **who should be involved** in the technical assistance?

- No, it is up to the applicants to define, in alignment with their approved TJTP, who is most appropriate for the chosen topic(s) and type of technical assistance proposed.
- Preferably applicants represent a suitable variety of partners within a given region and include decision-making public authorities and socio-economic partners relevant to the implementation of approved TJTP commitments and priorities in the region.
- Furthermore, there is a preference for applicants to be gender-balanced in a truly meaningful manner, including both decision-makers and technical staff.
- Finally, the list of proposed applicants within the submitted application may be reviewed at a later stage of delivery of technical assistance.

6. Is it allowed to **apply jointly on behalf of several regions** within a single application form?

- Yes, it is allowed though all included regions must still all be from eligible JTF territories (please refer to the earlier question related to this).
- Nonetheless, aiming for the best possible outcomes from offered technical assistance, given the short timeframe of support within 2023, it should be ensured that applications involving more than one region are particularly clear in their top priority topic, the scope of assistance and consideration of suitable roles and benefits for each proposed region. Therefore, it is strongly recommended that any application wishing to cover multiple regions:
 - limit themselves to only a few eligible regions with something distinctly in common in terms of context and/or challenge(s) to be addressed (e.g., a few within a single EU Member State or across borders between two neighbouring EU Member States),
 - makes it clear how each region is represented within the proposed list of participants,
 - justifies well through answers within the form why such a joint technical assistance is suitable and beneficial to all regions, and
 - ideally coordinates amongst themselves well before submission to ensure a common direction, mutually acceptable content and clarity about the chosen roles/involvement foreseen for all regions.

7. Do the applicants themselves get to **define their own topics and activities**?

- Yes, JTP GROUNDWORK is first and foremost a needs-based facility seeking to provide a service for the JTF regions most in need. The services will be defined

within the scope of available resources for the facility in dialogue with the Commission and beneficiaries.

- Within the application form, applicants are asked to outline their own JTF-aligned goals and priorities, which our team can then use to try to assess its suitability for joining the programme.
- Nonetheless, once submitted applications have been selected for launch, there will still be opportunities later to further refine or even revise these topics/formats in cooperation between recipients and the JTP GROUNDWORK team. If selected, the initial phases of the technical assistance itself include a review about core topics and exact services to be provided.
- However, applicants would do well to remember that the activities/project(s) they propose for technical assistance must remain always aligned with the region's TJTP.

8. *Which advice do you have for **answering questions** in the form?*

- Answers should be clear, demonstrate a strong logic and provide us those details which are needed to understand your context.
- If there are any questions that you think do not really apply to your own situation, in principle, "not applicable" or similar can still be considered a valid response.
- Please be aware that the application form is only the beginning of the process. If your application is selected, then there will be many opportunities to discuss further your situation and all its details – that is a crucial part of technical assistance services.

Procedures for submitting an application

9. *How do I **submit an eligible application** form to JTP GROUNDWORK?*

- The only valid way to apply for the JTP GROUNDWORK programme is via [this EU-Survey link](#).
- Nonetheless, a PDF version of this form is available here, but it is only meant to serve as a convenient reference document to facilitate your work, but it is not suitable to use to actually apply to our facility.
- For any technical difficulties, please contact us directly and in a timely manner: jtpgroundwork@justtransitionplatform.eu.

10. *When is the **deadline for submitting an eligible application** form?*

- All JTP GROUNDWORK submissions must be made by Tuesday 28. February 2023 at 23:00 CET, after which they will be considered as acceptable.
- It is highly recommended to submit your application form well ahead of the deadline to ensure no technical problems arise in the process.
- It is also recommended that after submitting your final application form, to download your own copy of it as a PDF for personal reference – this option should become available after your formal submission. However, there is no need for you to send us this file, as submitting it online automatically transfers it to our servers as complete.

11. *Is it possible to **save my work in progress** within EU-Survey?*

- Yes, there should be a button on the right side of the screen that should save your submitted answers up to that point. Instructions should then follow about how to

re-access your provided content.

[Download PDF version](#)

Save as Draft

- Saving your form via EU-Survey's feature is not the same as submitting it, and your application will not be automatically transferred to our servers nor be considered an eligible application until it has been properly submitted. It is still highly recommended to save your own text answers within a separate file of your own as a precaution.

12. Are *letters of support* required as part of this application process?

- None is required but you are asked within the application form to describe the level of political support and commitment behind your application, which might also be demonstrated by those stakeholders you propose to involve. Together such information can help our team assess the level of commitment shown within a given application.

13. Can a particular applicant *submit more than one application*?

- No. JTP GROUNDWORK can only accept a single submitted application from each applicant. In the event that we have multiple submissions in our system, we will only evaluate the final one, unless we are instructed otherwise by the applicant.
- In any case, our experience is that a single, well thought-out, and to-the-point application has much greater chances of being selected. We also strongly encourage that interested stakeholders within any given region first coordinate internally and then apply together jointly.
- JTP GROUNDWORK reserves the right to join multiple applications from actors within the same region.

Next steps after submissions

14. What are the *next steps after submitting the application*?

- Once the final deadline has passed, all submissions will be pre-assessed for eligibility and quality by the JTP GROUNDWORK team. In relevant cases, applicants might be contacted to clarify items.
- Final evaluations will be conducted by the European Commission, Directorate-General for Regional and Urban Policy. Please rest assured that the JTP GROUNDWORK team will reach out to all applicants, selected or otherwise, when appropriate. For the 6 selected recipients, the initial phases of our technical assistance services will launch after completion of the evaluation.

