

2011 CALL FOR PROPOSALS FOR CONFERENCES

PROGRAMME OF COMMUNITY ACTION IN THE FIELD OF HEALTH (2008-2013)

(Text with EEA relevance)

I. BACKGROUND AND PURPOSE OF THIS CALL

On 23 October 2007, the European Parliament and the Council adopted a Decision establishing a second programme of Community action in the field of health (2008-2013)¹, hereinafter referred to as "second Health Programme". This programme entered into force on 1 January 2008.

The programme replaces the previous Programme of Community action in the field of public health (2003 – 2008) which laid down the foundations for a comprehensive and coherent approach to public health at EU level contributing to promote a high level of health and well-being throughout the Union.

The second Health Programme is intended to complement, support and add value to the policies of the Member States and contribute to increased solidarity and prosperity in the European Union. The Programme's objectives are

- to improve citizens' health security;
- to promote health, including the reduction of health inequalities and
- to generate and disseminate health information and knowledge.

The 2011 Work Plan sets out details of the financing mechanisms and priority areas for action in implementing the programme. This document (Commission Decision) has been published in the Official Journal of the European Union no C 69/2011 pp. 01 and is available under <http://ec.europa.eu/eahc>. The present call relates to the "Conferences in the field of public health" (hereafter called conferences) financing mechanism. Accordingly, it **does not concern conferences organised by the Presidency of the European Union** as specified in the 2011 Work Plan.

Interested parties active in the field of public health are invited to submit an application, through this call for proposals for conferences, in accordance with the procedures set out in the Annex I Paragraph 2.4.2 and Annex V of the above Commission Decision, in order to implement the priority actions defined in the Programme decision. **Conferences organised by the Presidency of the European Union fall outside the scope of the present call.**

The areas for funding, the selection and award criteria, the procedures for application and approval, and the indicative amount are described hereafter.

¹ Decision No 1350/2007/EC of the European Parliament and of the Council of 23 October 2007 establishing a second programme of Community action in the field of health (2008-2013), OJ L 301, 20.11.2007.

In addition to the 27 Member States of the European Union, the call is also open to the participation of EFTA-EEA countries within the context of the Agreement on the European Economic Area (Iceland, Liechtenstein and Norway) and Croatia. Organisations from these countries can receive funding from the second Health Programme through an application for a conference as single beneficiary.

The proposals selected will qualify for Union financial assistance (grant for a conference) on the basis of the shared cost principle².

II. AREAS FOR FUNDING

Are eligible for funding the organisation of conferences which directly correspond to the priorities of the Health Programme and to the priorities of this work plan as set out in point 3 Priorities for 2011 and which have a wide European dimension.

For administrative reasons, all conferences eligible for co-funding must take place in 2012.

Applicants should ensure that the conferences build on and contribute to the dissemination of the results of other actions, in particular projects, of the current (second) Health Programme and, where appropriate, of the previous Public Health Programme or other relevant Union funding programmes. Details of previous funded conferences are available through the Executive Agency for Health and Consumers webpage <http://ec.europa.eu/eahc>, more specifically in the project database: <http://ec.europa.eu/eahc/projects/database.html>.

III. SELECTION AND AWARD CRITERIA (GRANTS FOR CONFERENCES)

Proposals for conferences will be evaluated by an evaluation committee set up according to Article 116 of the Financial Regulation³ and Article 178 of the Implementing Rules⁴, assisted by experts.

Eligibility of applicants and evaluation criteria (exclusion, selection and award criteria)

Applicants must meet the evaluation criteria set out in Annex V of the 2011 Work Plan Decision: “Criteria for financial contributions for Conferences under the second Community programme in the field of health (2008–13)” in sections 1 (exclusion and eligibility criteria), 2 (selection criteria) and 3 (award criteria). The awarding authority

² [art. 109 of the Financial Regulation and art. 165a of the implementing rules]

³ [Council Regulation \(EC, Euratom\) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities \(OJ L 248, 16. 9.2002\)](#), amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390, 30.12.2006) and Council Regulation (EC, Euratom) No 1525/2007 of 17 December 2007 (OJ L 343, 27.12.2007, p. 9).

⁴ [Commission Regulation \(EC, Euratom\) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation \(EC, Euratom\) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities \(OJ L 357, 31.12.2002\) and amended by Commission Regulation \(EC, Euratom\) No 1261/2005 of 20 July 2005, \(OJ L 201 2.8.2005\) and Commission Regulation \(EC, Euratom\) No 1248/2006 of 7 August 2006 \(OJ L 227 19.8.2006\) and Commission Regulation \(EC, Euratom\) No 478/2007 of 23 April 2007 \(OJ L 111 28.4.2007\)](#)

reserves the right to reject proposals that do not meet these criteria nor follow the procedures.

As regards award criteria, each proposal will be assessed according to the scale of marks referred to in the table below, and thus obtain an overall score (0-100 points). The minimum score to be reached is 50. The applications will be ranked in order of the score.

Content of the proposal 60/100 (threshold: 30)	Proposed weighting	Management Quality 40/100 (threshold: 20)	Proposed weighting
(a) Relevance of the content and expected results of the event in relation to the objectives and priorities described in the Health Programme and its annual Work Plan taking into account the priorities set out in the Communication from the Commission COM (2010) 2020 of 3 March 2010 on <i>Europe 2020 A strategy for smart, sustainable and inclusive growth</i> ⁵	15	(a) Planning of the event <ul style="list-style-type: none"> ▪ The applicant must describe the methodology, tools, timetable and milestones, deliverables, nature and distribution of tasks, risk analysis and financial circuits. 	15
(b) Participation <ul style="list-style-type: none"> ▪ The applicant should describe the expected number and profile/function of the target participants in the event, making reference to distribution by Member state, organisation and type of expertise. 	15	(b) Organisational capacity <ul style="list-style-type: none"> ▪ The applicant must describe the management structure, competency of staff, responsibilities, decision making, monitoring and supervision 	10
(c) European dimension <ul style="list-style-type: none"> ▪ The conference should have a wide-European Union dimension, with participations of representations from 10 or more countries participating in the Health Programme; 	15	(c) Overall and detailed budget <ul style="list-style-type: none"> ▪ The applicant must ensure that the budget is relevant, appropriate, balanced and consistent in itself and with the objective of the conference. 	15
(d) Follow-up and evaluation methodology The applicants have to describe their dissemination strategy. <ul style="list-style-type: none"> ▪ An adequate evaluation should be foreseen based on an evaluation plan with corresponding design, method, responsibilities and timing making use of indicators 	15		
Total of points	60		40

IV. FINANCIAL PROVISIONS

The Financial Regulation³ lays down the rules to be applied with a view to ensuring that the procedures for protecting Union funds are complied with. This regulation and the associated implementing rules⁴ constitute the reference documents for all the financial measures needed to implement the second Health Programme.

⁵ COM (2010) 2020 of 3 March 2010 on *Europe 2020 A strategy for smart, sustainable and inclusive growth*: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC2020:EN:NOT>

Following the evaluation, conference proposals recommended for funding are drawn up in a list, ranked according to the total marks awarded. Depending on budget availability, the highest ranked proposals will be awarded for co-funding. The remaining proposals recommended for co-funding will be placed on a reserve list.

For conferences selected for funding, the awarding authority will determine the amount of financial assistance to be granted and the percentage of co-financing on the basis of budget availability.

Selected conferences are eligible for financing by the Union up to EUR 100 000 per conference (maximum 50% of the total budget), and are financed under the shared cost principle.

If the amount granted by the Awarding authority is lower than the funding sought by the applicant, it is up to the latter to find supplementary financing or to cut down on the total cost of the conference without diluting either the objectives or the content.

The programme budget for the period 2008-2013 is € 321.500.000. For the work programme 2011, the indicative amount of the operating budget is €48.313.028. Of this amount, €600 000 are reserved for the call for proposals for conferences.

V. PROCEDURES

In submitting a proposal, applicants accept the procedures and conditions as described in this call and in the documents to which it refers. Applications that do not comply with the requirements set out will be excluded from the selection procedure.

V.1 Application package

A proposal is made up of a standard application form and supporting documents, as mentioned in the table below. To be considered complete, the application must comply with the formal requirements.

Documents	Comments	Formal requirements
PROPOSAL		
Application form for Conferences	The application form, to be downloaded from the website: http://ec.europa.eu/eahc , provides information on administrative aspects of the applicant as well as technical and financial information of the conference.	1 signed original + 4 photocopies + electronic version saved on CD-ROM
Declaration of honour	<p>Declaration of honour stating that the applicant are not in any of the situations listed in Articles 93 and 94 of the Financial Regulation. This declaration of honour will be automatically created by the form based on the entered data. These need to be printed and signed by the applicant..</p> <p>Signing the form occurs through signing the Declarations of Honour.</p>	<p>Signed original to be included with the application package.</p> <p>Declarations of honour sent separately will not be accepted. Only original declarations of honour will be accepted.</p>
Conference programme	Draft version is accepted	5 copies

SUPPORTING DOCUMENTS		
The organisation's status/articles of association	These supporting documents are not required from public bodies.	1 copy, signed by the legal representative of the applicant organization
The official registration certificate of the association		1 copy, signed by the legal representative of the applicant organization
Organization's accounts for the last two financial years for which the accounts have been closed, which have been used as the basis information to fill in part 8.2 of the application form		1 copy, signed by the legal representative of the applicant organization

OBLIGATORY CHECKLIST TO BE FILLED BY THE APPLICANT AS PART OF THE APPLICATION FORM		
Checklist	This mandatory checklist helps the applicant to ensure that a complete and correct application is provided on time. Please check each applicable box, date and sign it.	1 signed original

Be aware that only complete application packages will be admitted to the evaluation procedure. Applicants are responsible to ensure the application is complete according to the requirements specified in this chapter. Incomplete application packages will be automatically excluded.

V.2 Additional documentation

At any moment during the selection phase the awarding authority may request additional documentation from the organisation such as, for instance, a letter of commitment from an external sponsor. Such documentation must be delivered by the applicant, **within the deadline specified in the request**, by e-mail at: EAHC-PHP-CALLS@ec.europa.eu and by fax at: +352 4301 30359.

V.3 Deadline

The final deadline for the submission of proposals is **27 May 2011**.

V.4 Submission

Application file and CD-ROM

Applicants may submit their proposals in one single batch:

1. either by postal mail, preferably by registered mail, clearly postmarked on or before the deadline indicated above, to:

European Commission
**CALL FOR PROPOSALS “HEALTH – 2011”
 CONFERENCES**

Bâtiment Jean Monnet
 Rue Alcide de Gasperi
 L-2920 LUXEMBOURG;

2. or by hand delivery **during the working hours of the European Commission: (9H00 to 16H30 Monday to Thursday and 9H00 to 16H00 on Friday)** to:

European Commission
**CALL FOR PROPOSALS “HEALTH – 2011”
CONFERENCES**

Bâtiment Jean Monnet
Rue Alcide de Gasperi
L-2920 LUXEMBOURG;

either by the applicant in person or by an authorised representative, and confirmed by a duly signed and dated acknowledgment of receipt on or before the deadline indicated above;

3. or by private courier service to:

European Commission
**CALL FOR PROPOSALS “HEALTH – 2011”
CONFERENCES**

Bâtiment Jean Monnet
Rue Alcide de Gasperi
L-2920 LUXEMBOURG.

i. If a dated acknowledgment of receipt is returned to the applicant by the private courier service, the date of delivery to the private courier service will act as proof of delivery.

ii. In the absence of a dated acknowledgment of receipt by the private courier service, the date of delivery to the awarding authority at the address above will be proven by a signed and dated receipt.

IMPORTANT NOTICE

To avoid any delays in the call evaluation procedure, the awarding authority will disregard and not process proposals sent before or on the set deadline, as described in paragraphs V4.1 and V4.3.i above, but which have not been actually delivered by post or by private courier service to the awarding authority **before 24 June 2011**, even if late delivery is due to postal delays or to other reasons beyond the control of the submitter. It is understood that it is the responsibility of the submitter to ensure timely delivery of the proposal by a quality delivery service and that he will seek appropriate guarantees for the service he contracts.

Submission by fax or electronic mail will not be accepted.

A helpdesk at the Executive Agency for Health and Consumers will be available at: +352 4301 37707, e-mail address: EAHC-PHP-CALLS@ec.europa.eu on weekdays between 9.30 – 12.00 and 14.00 – 17.00. Please note that the helpdesk will be unavailable on weekends and the following public holidays: 21, 22 and 25 April and 9 May. 2011.

V.5 General requirements

1. The proposal application form (the original and four copies), the declaration of honour, the supporting documents and the CD-ROM must be sent in one single batch. Proposals arriving in various packages will not be accepted and automatically rejected.
2. The awarding authority may request clarification at any time on the contents of the application documents submitted. Any clarification or information so requested must be delivered **within 5 working days** by e-mail to: EAHC-PHP-CALLS@ec.europa.eu or by fax to: +352 4301 30359. Additional documentation not included in the single batch application package will not be taken into consideration. Additional documents not listed in paragraph V will not be taken into account in the evaluation procedure (e.g. scientific publications, letters of recommendation, reports etc).
3. In all correspondence relating to this call (e.g. when requesting information, or submitting an application), reference must be clearly made to this specific call. Once the Awarding authority has allocated a registration number to a proposal, indicated in the acknowledgement of receipt, the applicant must use this number in all subsequent correspondence.

VI. PROTECTION OF PERSONAL DATA

All the applications received by the EAHC will be treated confidentially and all personal data contained in the applications or related to the call will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. For more information, please refer to the website of EAHC:
http://ec.europa.eu/eahc/about/data_protection.html