

2012 CALL FOR PROPOSALS FOR CONFERENCES

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

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. 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 the promotion of 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 2012 work plan sets out details of the financing mechanisms and priority areas for action to implement the programme. This document (Commission Decision) has been published in the Official Journal of the European Union on 8 December 2011 no C 358/2011 pp. 8 and is available under <http://ec.europa.eu/eahc>. The present call relates to the financing mechanism "conference grants"².

Interested parties active in the field of public health are invited to submit applications, through this call for proposals for conferences, in accordance with the provisions of Annex I point 2.4.2 and Annex V of the 2012 work plan and this call text, in order to pursue the objectives of the second Health Programme. For administrative reasons, conferences eligible for co-funding, apart from Presidency conferences, must take place in 2013.

Conferences organised by the Presidencies 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 amounts are described below.

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.

² The provisions of the 2012 work plan and those of the present call for proposals are mutually explanatory. Nevertheless, in case of ambiguities or discrepancies between the provisions of the 2012 work plan and those of the call for proposals, the former will take precedence over the latter.

In addition to the **27 Member States of the European Union**, the call is also open to the EFTA/EEA countries (**Iceland, Liechtenstein and Norway**) on the basis of the Agreement on the European Economic Area. **Eligible entities from these countries can receive funding from the second Health Programme.**

Other third countries, in particular the European Neighbourhood Policy countries, countries that are applying for, are candidates for or are acceding to membership of the European Union, and the western Balkan countries included in the stabilisation and association process, may participate in the second Health Programme provided that the necessary agreements are in place. Of these countries, **Croatia** has concluded these arrangements and participates in the Programme. **Therefore, eligible entities from Croatia can receive funding from the second Health Programme.**

Finally, collaboration with the above third countries not participating in the Programme should be facilitated. This should not involve funding from the Programme. Nevertheless, travel and subsistence expenses for experts invited from or travelling to such countries can be considered eligible costs in duly justified, exceptional cases, where this directly contributes to the objectives of the Programme.

The proposals selected will qualify for EU financial contribution (grant for a conference) on the basis of the shared cost principle³.

II. AREAS FOR FUNDING

Conference grants may be awarded for the organisation of conferences that correspond to the three objectives of the Health Programme. To be awarded funding, conferences should directly promote the priorities of the EU as set out in Commission Communication COM (2010)2020 of 3 March 2010 *EUROPE 2020: A Strategy for smart, sustainable and inclusive growth*⁴. Issues that are particularly relevant include active and healthy ageing, including health promotion and prevention of diseases; prevention of health inequalities, including ensuring better access to health care for all and questions relating to the health workforce. Conferences must have a broad European dimension and they have to be organised by a **public or non profit making body** established in a country participating in the Health Programme and which has relevant experience of co-operation at EU level.

Applicants should ensure that the conferences build on and contribute to the dissemination of the results of other actions, in particular projects and joint actions of the second Health Programme and, where appropriate, the previous Public Health Programme or other relevant EU funding programmes. Details of previously funded actions are available at <http://ec.europa.eu/eahc>, more specifically in the project database: <http://ec.europa.eu/eahc/projects/database.html>.

³ [art. 109 of the Financial Regulation and art. 165a of the implementing rules]

⁴ 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>

III. SELECTION AND AWARD CRITERIA

Proposals for conferences will be evaluated by an evaluation committee set up according to Article 116 of the Financial Regulation⁵ and Article 178 of the Implementing Rules⁶, assisted by external experts.

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

Applicants must meet the evaluation criteria set out in section 2 (exclusion and eligibility criteria), 3 (selection criteria) and 4 (award criteria) of Annex V of the 2012 work plan: “Criteria for financial contributions for conferences under the second programme of Community action in the field of health (2008–13)”. The Awarding Authority reserves the right to reject proposals that do not meet these criteria.

As regards the award criteria, each proposal will be assessed according to the points set out in the table below.

A threshold is set for each of the following award criteria blocks:

- Content of the Proposal: threshold is 30 points.
- Management Quality: threshold is 20 points.

Any proposal that does not reach all the above thresholds will be rejected.

⁵ [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).

⁶ [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 \(OJ L 111 28.4.2007\)](#)

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 work plan for 2012	15	a) Planning of the event Applicants must clearly describe the methodology, tools, timetable and milestones, deliverables, nature and distribution of tasks, and financial circuits and provide a risk analysis	15
b) Participation Applicants must clearly describe the expected number and profile/function of target participants in the event, making reference to distribution by Member State, organisation and type of expertise.	15	b) Organisational capacity Applicants must clearly describe the management structure, competence of staff, responsibilities, decision-making, monitoring and supervision	10
c) European dimension Conferences must have a wide European Union dimension, with participants from 10 or more countries participating in the Health Programme;	15	c) Overall and detailed budget Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself and in relation to the objective/s of the conference.	15
d) Follow-up and evaluation methodology Applicants must clearly describe the dissemination strategy. An adequate evaluation must be provided 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 Regulation⁵ 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 its Implementing Rules⁶ constitute the reference documents for all the financial measures to implement the second Health Programme.

Following the evaluation, a list of proposals recommended for funding is drawn up, ranked according to the total number of points awarded. Depending on budget availability, the highest ranked proposals will be awarded EU co-funding. The remaining proposals recommended for EU co-funding will be placed on a reserve list.

For conferences awarded EU co-funding, the Awarding Authority will determine the maximum amount of EU financial contribution to be granted and the percentage of EU co-funding on the basis of budget availability.

Conferences recommended for EU co-funding are financed under the shared cost principle. They may receive EU co-funding up to the amount €100.000 per conference. 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 the total cost of the conference without diluting either the objectives or the content.

Grants for conferences are calculated on the basis of eligible costs incurred. The maximum rate of EU co-funding for a conference is 50%. The Awarding Authority will determine in each individual case the maximum percentage to be awarded.

The programme budget for the period 2008-2013 is €321.500.000. For the work plan 2012, the indicative amount of the operating budget is €49.688.800. Of this amount, €600.000 is reserved for the call for proposals for conferences.

V. SUBMISSION OF PROPOSALS

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 these requirements will be rejected.

Application package

A proposal is made up of a standard application form and supporting documents, as set out in the table below. To be considered as complete, the application must comply with these 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	Declaration of honour stating that the applicants 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. Signing the form occurs through signing the Declarations of Honour.	Signed original to be included with the application package. Declarations of honour sent separately will not be accepted. Only original declarations of honour will be accepted.
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 regal representative of the applicant organisation
The official registration certificate of the association		1 copy, signed by the regal representative of the applicant organisation
Organisation's accounts (profit and loss accounts and balance sheets) 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 regal representative of the applicant organisation

MANDATORY 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

Only complete application packages will be admitted to the evaluation procedure. Applicants are responsible for ensuring that the application is complete according to the requirements specified in this chapter. Incomplete application packages or applications received in more than one package will be automatically excluded.

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.

Deadline

The final deadline for the submission of proposals is **9 March 2012** (date of post stamp).

Submission

Application package 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 – 2012”
CONFERENCES**

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

2. or by hand delivery **at the following times: 9H00 to 16H30 Monday to Thursday and 9H00 to 16H00 on Friday** to:

European Commission
**CALL FOR PROPOSALS “HEALTH – 2012”
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 – 2012”
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 section V above, but which have not been actually delivered by post or by private courier service to the Awarding Authority **before 6 April 2012**, even if late delivery is due to postal delays or to other reasons beyond the control of the applicant. It is understood that it is the responsibility of the applicant to ensure timely delivery of the proposal by a quality delivery service and that he will seek appropriate guarantees for the service he contracts to this effect.

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 during the Christmas period (23 December 2011 to 2 January 2012).

VI. 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.

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.

VII. 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 link below:

http://ec.europa.eu/eahc/about/data_protection.html