

2012 CALL FOR PROPOSALS FOR JOINT ACTIONS

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 to 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 08 December 2011 no C 358/2011 pp. 8 and is available at <http://ec.europa.eu/eahc>. The present call relates to the financing mechanism "grants for joint actions"².

Joint actions allow the competent authorities of the Member States/other countries participating in the Health Programme and the European Commission to take forward work on jointly identified issues.

Interested parties are invited to submit applications through this call for proposals for joint actions in accordance with the provisions of Annex I point 2.3, Annex IV, Annex VI and Annex VII of the 2012 Work Plan and this call text in order to pursue the objectives of the second Health Programme.

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.

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

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 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.

EU financial contribution may be awarded to public bodies or non-governmental bodies participating in a given joint action, if based in a Member State or in other countries participating in the Programme. . However, they have to be expressly mandated to do so by the authorities of the Member State/ other participating country concerned.

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

II. AREAS FOR FUNDING

Chapter 3 of Annex I of the 2012 work plan sets out the specific priority areas for the joint actions to be implemented through the present call. Only those proposals which correspond to the topic and description given in sections 3.1. and 3.2 of the 2012 work plan and where 'joint actions' is indicated as financing mechanism will be considered for funding.

The table below lists the 5 joint actions proposed in the 2012 work plan together with the indicative maximum co-funding available for these.

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

Joint Action Title	Ref. in WP 2012	Maximum EU co-funding
The impact on maritime transport of health threats due to biological, chemical and radiological agents, including communicable diseases	3.1.2.3	€1 800 000
Improvement of HIV prevention in Europe	3.1.2.4	€1.500.000
Facilitating collaboration on organ donation between national authorities in the EU	3.1.4.2	€1.150.000
Forecasting health workforce needs for effective planning in the EU	3.2.2.4	€3.000.000
Mental health and well-being	3.2.3.1	€1.500.000

All joint actions should provide high European added value and be innovative in nature. Their duration should normally not exceed three years.

Applicants must also ensure that their joint actions do not duplicate work already done under the second Health Programme and, where appropriate, the previous Public Health Programme or other relevant EU funding programmes. Joint action proposals should build on work already undertaken at EU level. 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>.

III. LEGAL AND FINANCIAL INDEPENDENCE, TRANSPARENCY

As indicated above, joint actions may be implemented by public or non governmental bodies based in a Member State or other country participating in the Programme. To be eligible for funding, the non-governmental organisations participating in a Joint Action have to be independent from industry, commercial and business or other conflicting interests. The above mentioned eligibility criterion will be assessed in accordance with the provisions of Annex VI of the 2012 work plan on the basis of the unilateral commitment-declaration to be signed by the legal representative of both the applicant as well as associated partners. However, this does not apply to the category ‘public body’. The ‘unilateral commitment form-declaration’ is provided as integral part of the application form. The awarding authority reserves the right to request from the applicant (s) any additional information that is deemed necessary in order to assess compliance with the above eligibility criterion at any stage of the procedure.

IV. SELECTION AND AWARD CRITERIA

Joint Action proposals will be evaluated by an evaluation committee set up according to Article 116 of the Financial Regulation⁴ and Article 178 of the Implementing Rules⁵, 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 IV of the 2012 work plan: “Criteria for financial contributions to joint actions 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 or do not follow the procedures and formal requirements announced within this call.

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:

- Policy and contextual relevance of the Joint Action: threshold is 20 points.
- Technical quality of the Joint Action: threshold is 15 points.
- Management quality of the Joint Action and budget: threshold is 15 points.

In addition, for the criterion 'Overall and detailed budget including financial management' the threshold is set at 5 points.

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

A Policy and contextual relevance of the Joint Action 40/100 (threshold: 20)	Proposed Weighting	B Technical quality of the Joint Action 30/100 (threshold: 15)	Proposed Weighting	C Management quality and budget of the Joint Action 30/100 (threshold: 15)	Proposed Weighting
(a) Joint Action's contribution to meeting the objectives and priorities defined in the work plan for 2012;	8	(a) Evidence base Applicants must include a problem analysis and clearly describe the factors, impact, effectiveness and applicability of proposed measures;	6	(a) Planning and organisation Applicants must clearly describe the activities to be undertaken, timetable and milestones, deliverables, nature and distribution of tasks, and provide a risk analysis.	5
(b) Strategic relevance with regard to the EU Health Strategy ⁽¹⁾ and with regard to expected contribution to existing knowledge and implications for health;	8	(b) Content specification Applicants must clearly describe the aims and objectives, target groups, including relevant geographical factors, methods, anticipated effects and outcomes;	6	(b) Organisational capacity Applicants must clearly describe the management structure, competence of staff, responsibilities, internal communication, decision making, and monitoring and supervision;	5
(c) Added value at EU level in the field of public health: — impact on target groups, long term effect and potential multiplier effects such as replicable, transferable and sustainable activities; — contribution to, complementarity, synergy and compatibility with relevant EU policies and other programmes;	8	(c) Innovative nature, technical complementarity and avoidance of duplication of other existing actions at EU level Applicants must clearly identify the progress the Joint Action intends to make in relation with the state of art and ensure that there will be neither inappropriate duplication nor overlap, whether partial or total, between projects and activities already carried out at EU and international level.	6	(c) Quality of partnership Applicants must describe the partnerships ⁽²⁾ envisaged in terms of extensiveness, roles and responsibilities, relationships between partners, and the synergy and complementarity of the partners and network structure	5
(d) Pertinence of geographical coverage Applicants must ensure that the geographical coverage of the joint action is appropriate with regard to its objectives and explain the role of eligible countries as partners and the relevance of the Joint Action's resources or the target populations they represent. Proposals which involve only one eligible country or a region of a country will be rejected.	8	(d) Evaluation strategy Applicants must clearly explain the methods proposed indicators chosen and their adequacy.	6	(d) Communication strategy Applicants must clearly describe the communication strategy in terms of planning, target groups, adequacy of channels used and visibility of EU co-financing.	5
(e) Social, cultural and policy context Applicants must explain how the joint action relates to the situation of the countries or specific areas involved, ensuring the compatibility of envisaged activities with the culture and views of the target groups. ⁽¹⁾ COM(2007) 630 final; http://ec.europa.eu/health/ph_overview/strategy/health_strategy_en.htm	8	(e) Dissemination strategy Applicants must clearly illustrate the adequacy of the envisaged strategy and methodology d to ensure transferability of results and sustainability of dissemination.	6	(e) Overall and detailed budget including financial management Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself, between partners and in relation to the specific objectives of the joint action. The budget should be distributed between partners at a minimum reasonable level, avoiding excessive fragmentation. Applicants must clearly describe the financial circuits, responsibilities, reporting procedures and controls. ⁽²⁾ These may include private sector partners	10 (threshold: 5)

V. FINANCIAL PROVISIONS

The Financial Regulation⁴ 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 Rules⁵ 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 joint actions 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.

Joint actions recommended for EU co-funding 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 the total cost of the Joint Action without diluting either the objectives or the content.

Grants for joint actions are calculated on the basis of eligible costs incurred. The maximum rate of EU co-funding for a joint action is 50%. For joint action proposals that may be considered of exceptional utility, a maximum EU co-funding of 70% of the eligible costs could be envisaged.

Exceptional utility co-financing of 70% is envisaged for the joint action 'Facilitating collaboration on organ donation between national authorities in the EU' (see point 3.1.4.2 of Annex I of the 2012 Work Plan) because of its contribution to the effective implementation of EU legislation in this field. In other cases the assessment of exceptional utility will be carried out according to the criteria indicated in sections 1 and 4 of Annex VII of the 2012 work plan. 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 programme 2012, the indicative amount of the operating budget is €49.688.800. Of this amount, €8.950.000 is reserved for the call for proposals for Joint Actions.

⁴ [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).

⁵ [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 \(OJ L 111 28.4.2007\)](#)

VI. 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 complete, the application must comply with these formal requirements.

Documents	Comments	Formal requirements
PROPOSAL		
Application form for joint actions	The application form, to be downloaded from the website: http://ec.europa.eu/eahc provides information on administrative aspects of the main and associated partners as well as the technical and financial information of the joint action	1 original + 4 photocopies + an electronic version saved on CD-ROM
Declaration of honour	<p>Declaration of honour stating that the applicant (main partner and associated partners) is not in any of the situations listed in articles 93 and 94 of the Financial regulation. This declaration of honour (for the main partner and each of the associated partners of the joint action) will be automatically created by the form based on the entered data. These need to be printed and signed by all partners.</p> <p>Signing the application form occurs through signing the Declarations of Honour by the main and associated partners.</p>	Signed originals from the main partner; signed originals or copies (fax, scan) from all associated partners, to be included with the application package. In case of copies, the originals shall be requested in the case that the proposal is selected for funding.

SUPPORTING DOCUMENTS TO BE SUBMITTED ONLY BY THE MAIN PARTNER		
The organisation's status/articles of association	Supporting documents are not required from public bodies	1 copy, signed by the legal representative of the organization
The official registration certificate of the association		1 copy, signed by the legal representative of

		the organization
Profit and loss accounts and balance sheets for the last two financial years for which the accounts are closed		1 copy, signed by the legal representative of the organization

SUPPORTING DOCUMENTS TO BE SUBMITTED BY PRIVATE PARTNERS		
An external audit report produced by an approved auditor, in case of a requested co-funding in excess of €500.000	(The threshold applies to each partner.)	1 copy
Supporting documents which specify relations with the industry or commercial and business interests	(agreements with private sector actors concerning any kind of cooperation, sources of funds)	1 copy, signed by the legal representative of the organisation
Unilateral commitment-declaration	Unilateral commitment-declaration concerning the independence from industry, commercial and business or other conflicting interests.	Signed original.

MANDATORY CHECKLIST TO BE FILLED IN BY THE APPLICANT AS PART OF THE APPLICATION FORM		
Checklist	This mandatory checklist has to be completed by the main partner, who submits the application package. It 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.

The table below specifies which documents are mandatory for main and associated partners in both cases – public and private entities

	Public entity		Private entity	
	<u>Main partner</u>	<u>Associated partner</u>	<u>Main partner</u>	<u>Associated partner</u>
Declaration of Honour (*)	yes	yes	yes	yes
Organisation's statutes / articles of the association	no	no	yes	no
Official registration certificate of the association	no	no	yes	no
Profit and loss accounts and balance sheets for the last 2 years for which the accounts are closed	no	no	yes	no

(*) The Declaration of honour certifies that the applicant organisation is not in any of the situations of exclusion listed in Articles 93 and 94 of the Financial Regulation. The declaration can be found at the end of the application form. When completing the form a declaration of honour will automatically be generated for the main as well as the associated partners.

Additional documentation

At any moment during the selection phase the awarding authority may request any associated partner to provide the organisation's status / articles of association, the official registration certificate of the association, etc. It may also request a letter of commitment, etc. from any external sponsor. Such documentation must be delivered by the main applicant, **within the deadline specified in the request**, by e-mail to: 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”

JOINT ACTIONS

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”

JOINT ACTIONS

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”

JOINT ACTIONS

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 VI 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 submitter. 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 from 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).

VII. GENERAL REQUIREMENTS

1. The proposal application form (the original; four copies; CD-ROM), the declarations of honour, the supporting documents and the check list must be sent in one single batch.
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 of the request** 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.

VIII. PROTECTION OF PERSONAL DATA

All the applications received by 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.