



EUROPEAN COMMISSION
HEALTH & CONSUMER PROTECTION DIRECTORATE-GENERAL
Directorate C - Public Health and Risk Assessment
C4 - Health determinants

EUROPEAN ALCOHOL and HEALTH FORUM

SUBMISSION FORM FOR COMMITMENT BY FORUM MEMBERS:

GUIDANCE DOCUMENT ACCOMPANYING THE ELECTRONIC SUBMISSION FORM

FOREWORD

The electronic submission form is a crucial tool for the entire Forum process as it structures the commitments, feeds into the database, creating the link to the public, and lays the basis for monitoring and evaluation.

It has been developed taking into account suggestions by Forum members, and was agreed for during the 1st Plenary meeting held in Brussels on 17 October.

The purpose of this guidance document is to provide explanatory information regarding the form with special emphasis on drop-down menus or menus which become visible only after clicking on some of the boxes contained in it and to those parts of the form which might not immediately appear clear-cut.

However, should you still need clarification on some of the information contained in the form, please feel free to ask for further assistance by contacting Mr. Wilfried KAMPHAUSEN at:

SANCO-EAHF1@ec.europa.eu.

Information related to this form will be treated in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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 data¹. Personal data relating to Forum members will be therefore processed in accordance with its contents.

Key information regarding the commitment, including membership principles, is contained in Annex II of the [Forum Charter](#).

¹ OJ L 8, 12.1.2001, p.1.



INSTRUCTIONS:

- 1) Provide as many information as possible, in addition to those required by fields marked with an asterisk (*) which are mandatory. Should you need clarifications on some of the information requested, please contact Mr. Wilfried KAMPHAUSEN at SANCO-EAHF1@ec.europa.eu.
- 2) Once the form has been filled in, a check will be run in order to verify your form is complete and it can be properly submitted. To have this check performed please verify an internet connection is active.
- 3) When the internet connection is active, please click on the Submit notification button below. If the form is properly filled, the notification will be submitted to the server and a Submission number will appear in the corresponding field. Once you have received the Submission number, save the form on your computer.
- 4) If the form is not properly filled, an alert box will appear indicating the number of incorrect fields. Please check again your form and try to submit it again, according to step 3). Should you still have some difficulties, please contact Mr. Philippe LOOPUYT at SANCO-EAHF@ec.europa.eu.

Submit notification

Submission number

- The 4 steps contained in the cover page describe how to fill in and submit the form.
- The form contains fields with mandatory information, marked with an asterisk (*), which is necessary to provide in order to have the form processed by the server.

EUROPEAN ALCOHOL and HEALTH FORUM
Submission form for commitment by Forum members

Verify this form

Date of submission* : _____

Owner of the Commitment

Owner of the commitment :

Forum member introducing the commitment and responsible for implementing, monitoring, reporting on and evaluating the commitment.

Name of the forum member organisation owning the commitment* : _____

Title of the commitment* : _____

Name of the organisation's representative in the Forum* : _____

*Please indicate to which European level organisation, umbrella organisation or federation you are affiliated.
 (Only to be filled in by affiliated members) :*

Commitment summary (max 35 lines)* : _____

Link to further information relating to the commitment : _____

Point of contact for the Commitment

Point of contact for the commitment :

The person authorised by the organisation owning the commitment who can be contacted for information about the commitment.

FIELD - HEADING	DESCRIPTION	COMMENTS / REMARKS
Date of submission *	//	A drop-down menu will appear to the right and clicking on it a calendar will show: please click on the date you will be submitting your form.
Owner of the commitment	Forum member introducing the commitment and responsible for implementing, monitoring, reporting and evaluating the commitment	
Name of the forum member organisation owing the commitment *	//	Please insert the full name of the Forum member organisation or its acronym.
Title of the commitment *	//	Please insert the title of your commitment.
Name of the organisation's representative in the Forum *	Name and surname of the person representing the Organisation in the Forum	
Please indicate to which-European level organisation, umbrella organisation or federation you are affiliated	//	This field is only to be filled in by affiliated members.
Commitment summary *	Description of the commitment	Please give a short (max 35 lines), but exhaustive description of your commitment.
Link to further information relating to the commitment:	//	Please give, if possible, instructions as to where further information related to your commitment can be found (e.g. internet website, scientific journals, etc.).
Point of contact for the commitment	The person authorized by the organisation owing the commitment who can be contacted for information about the commitment	

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Verify this form

Last name* : _____ First name* : _____

Title / Position : _____

Organisation* : _____

Address* : _____ Number : _____

Postcode* : _____ Town* : _____

Country* (other please specify): _____

Telephone country code* : _____ Telephone number* : _____

Fax country code : _____ Fax number : _____

Email* : _____

**Name of the relevant point of contact
for the organisation introducing the commitment in each Member State
in which the commitment is implemented (only required for
commitments implemented in more than one Member State)**

add a new Member State

Information about Forum members co-owning the commitment

Co-owner of the commitment :

Forum member sharing with the owner of the commitment responsibility for implementing, monitoring, reporting on and evaluating the commitment.

add a co-owner for this commitment

FIELD - HEADING	DESCRIPTION	COMMENTS / REMARKS
Last name * / First name *	//	
Title / Position	Mr. / Ms. / Prof. / Dr.	
Organisation * / Address * / Number / Postcode * / Town *	//	The information is related to your Organisation.
Country *	//	A drop-down menu will appear to the right and clicking on it a list of the 27 EU Member States will show. Please specify if the Country is not listed in the drop-down menu.
Telephone country code * / Telephone number * / Fax country code / Fax number	//	Please insert your Country-specific international code using numbers only (i.e. avoid the sign +).
E-mail *	//	
Name of the relevant point of contact for the organisation introducing the commitment in each Member State in which the commitment is implemented	Name (and surname) of the relevant point of contact	This information is required only for commitments implemented in more than one Member State. In this event, after clicking on the green button add a new member state two fields will appear. The first is a drop-down menu containing the list of the 27 EU Member States to select from. The second is for the name (and surname) of the relevant point of contact. This can be repeated by clicking again on the same button, as shown to the left.
Information about Forum members co-owning the commitment.	A Co-owner of a commitment is a Forum member sharing responsibility for the whole commitment or part of it, e.g. implementing, monitoring, reporting on, evaluating the commitment	If you need to add a co-owner of the commitment, just click on the green button add a co-owner for this commitment . Three new fields will appear. The 1 st is a drop-down menu with a list to choose from ¹ . The 2 nd asks for the name of the co-owner. The 3 rd requires indicating to which European level organisation, organisation or Federation the co-owner is member.

Verify this form

Information about other Forum member(s) associated with the commitment

Other Forum member associated with the commitment :
Forum member cooperating with the owner of the commitment in the implementation of the commitment.

add a Forum member

Information about associated partners who are not Forum members

Associated partners :
Organisations who are not members of the Forum, but who cooperate with the commitment owner in the implementation of the commitment.

add an associated partner

Information about the commitment

Background to the commitment* :

Priority area* : _____

add a Priority area

(can be more than one but in order to facilitate the monitoring process you should consider if commitments covering several priority areas can be broken down into one commitment per priority area, try to avoid too broad commitments)

FIELD - HEADING	DESCRIPTION	COMMENTS / REMARKS
Information about Forum member(s) associated with the commitment.	Information about other Forum member(s) cooperating with the owner of the commitment in the implementation of the commitment	If you wish to add the name of a Forum member cooperating in the implementation of the commitment, please click on the green button add a forum member ; a new text field will appear asking for the <i>Name of the Forum member associated</i> *. Should you need to add another name, click again the green button add a forum member
Information about associated partners who are not Forum members	Associated partners are organisations which are not Forum members, but are cooperating with the owner of the commitment in the implementation of the commitment	If you wish to add the name of an associated partner, not Forum member but cooperating with the owner of the commitment in implementing it, please click on the green button add an associated partner ; a new text field will appear asking for the <i>Name of the associated partner</i> *. Should you need to add another name, click again the green button add an associated partner
Information about the commitment	Background about the commitment	In the <i>Background to the commitment</i> * field you may wish to provide all the information you consider relevant in order to a better understanding of your commitment and the rationale behind it.
Priority Area *	Priority area of intervention associated with the commitment	Drop-down menu containing a list of 7 priority areas to choose from ² . If commitments covering several priority areas can be broken down into one commitment per priority area, please consider following this approach and click the green button add a priority area to help facilitating the monitoring process.

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Verify this form

Baseline* :

Please describe what your organisation has been doing in the area of the commitment, before the starting date of the commitment (no more than 10 lines)

Starting date* : _____

End date : _____

Expected interim report date* : _____

add a new expected interim date

Expected final report date* : _____

Commitment activities in the following Member States *

- | | | | | |
|------------------------------------|---|--|--------------------------------------|---|
| <input type="checkbox"/> Austria | <input type="checkbox"/> Belgium | <input type="checkbox"/> Bulgaria | <input type="checkbox"/> Cyprus | <input type="checkbox"/> Czech Republic |
| <input type="checkbox"/> Denmark | <input type="checkbox"/> Estonia | <input type="checkbox"/> Finland | <input type="checkbox"/> France | <input type="checkbox"/> Germany |
| <input type="checkbox"/> Greece | <input type="checkbox"/> Hungary | <input type="checkbox"/> Ireland | <input type="checkbox"/> Italy | <input type="checkbox"/> Latvia |
| <input type="checkbox"/> Lithuania | <input type="checkbox"/> Luxembourg | <input type="checkbox"/> Malta | <input type="checkbox"/> Netherlands | <input type="checkbox"/> Poland |
| <input type="checkbox"/> Portugal | <input type="checkbox"/> Romania | <input type="checkbox"/> Slovak Republic | <input type="checkbox"/> Slovenia | <input type="checkbox"/> Spain |
| <input type="checkbox"/> Sweden | <input type="checkbox"/> United Kingdom | At least, one of these boxes must be checked | | |
| <input type="checkbox"/> EU-level | | | | |

If other, please specify : _____

Type of commitment activities*

Type of activities that will be part of the commitment (a commitment could consist of several activities - but, if possible, try to limit the number of activities to facilitate monitoring. If a broad number of activities is involved, consider creating a new commitment).

More information can be provided in the drop-down menu that opens when you tick one of the boxes.

FIELD - HEADING	DESCRIPTION	COMMENTS / REMARKS
Baseline *	//	Please describe in a short (max 10 lines) but exhaustive way actions undertaken by your organisation in the area of the commitment <u>before</u> the starting date of the commitments (see <u>field below</u>).
Starting date *	Starting date of the commitment	A drop-down menu will appear to the right and clicking on it a calendar will show. Please click on the starting date of your commitment. The starting date would be the date when the implementation process of your commitment is starting.
End date	(Estimated) end date of your commitment	Non compulsory field. A drop-down menu will appear to the right and clicking on it a calendar will show up. Please click on the (estimated) end date of your commitment.
Expected interim report date*	Date of expected report	A drop-down menu will appear to the right and clicking on it a calendar will show up. Please click on the expected date of your interim report. Please note it is expected to have <u>at least</u> one report per year. If you are planning to deliver more than one report per year, please click the green button add a new expected interim date and a new drop-down menu with a calendar will show.
Expected final report date *	Date of expected final report	A drop-down menu will appear to the right and clicking on it a calendar will show. Please click on the expected date of your final report.
Commitment activities in the following member States *	//	Please note that <u>at least one</u> of the boxes must be checked. If your commitment concerns other Countries, please give details in the following text field.
Type of commitment activities *	Type of activities that will be part of your commitment	A commitment can consist of several activities but, if possible, please try to limit them by ticking the appropriated boxes listed at page 6. This is in order to facilitate monitoring. By clicking on each of 9 boxes, a specific drop-down menu will appear containing further information to fill in, <u>all of them mandatory</u> .

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Submission form for commitment by Forum members

Verify this form

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Consumer information | <input type="checkbox"/> Education |
| <input type="checkbox"/> Media Activities | <input type="checkbox"/> Counselling |
| <input type="checkbox"/> Youth involvement | <input type="checkbox"/> Treatment |
| <input type="checkbox"/> Research | <input type="checkbox"/> Other |
| <input type="checkbox"/> Commercial communication | |

Information on monitoring

For guidance please use the Monitoring Commitment (Annex 2 of Forum Charter)

Objectives* :

Relevance (i.e. how will the commitment contribute to achieving the aim of the Forum)* :

Input indicators (resources allocated to the commitment)* :

**Meaning information needs to be provided for at least 1 field below*

Number of people : _____

Time spent (man/months): _____

Cost (please indicate in €): _____

Other : _____

Output indicators* :

**Meaning information needs to be provided for at least 1 field below*

FIELD - HEADING	DESCRIPTION	COMMENTS / REMARKS
Commitment activities' boxes	Type of activities that will be part of your commitment	By clicking each of the 9 boxes, a specific drop-down menu will appear containing further information to fill in ³ , <u>all of them mandatory</u> . Please note you can select more than one box.
Information on monitoring	//	Forum members committed themselves to monitoring their own performance in a accountable and transparent way, proportionate to the type of commitment chosen.
Objectives *	//	Test field describing the monitoring objectives. For a clear description of the objectives, please refer to the <u>S.M.A.R.T. procedure</u> as provided for in Annex 2 of the <u>Forum Charter</u> .
Relevance *	Description of how the commitment will contribute to achieving the aim of the Forum	Please describe how the commitment is connected, or applicable, to the realisation of the general aim of the Forum, keeping in mind that a) Forum member is responsible for defining the relevance of its voluntary commitment, b) relevance can be judged from various perspectives.
Input indicators (resources allocated to the commitment)*	Resources allocated to the commitment	Input indicators measure the resources allocated to each action/activity, depending of the objective of the commitment used for each activity. Please note that out of the 3 (+ 1) indicators provided for, at least <u>one must be filled in</u> . As far as the <i>number of people</i> indicator is concerned, you can also provide for FTE (Full Time Equivalent) figures.
Output indicators*	//	They measure, from a <i>quantitative point of view</i> , the products or the achievements of the commitment through the use of inputs. Please note that out of the 7 (+1) indicators provided for in page 7, at least <u>one must be filled in</u> . Please, if possible, give some indication if you have set yourself a target value for the chosen indicator(s).

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Number of people reached : _____

Number of people in the target group reached : _____

Number of participants in different activities : _____

Web site visitors : _____

Number of products : _____

Number of pamphlets/adverts : _____

Established number of contacts : _____

Other : _____

Outcome and impact indicators (to be filled in after commitment end)

Short term : _____

Medium term : _____

Long term : _____

Other : _____

Evaluation details - tools and methods to be used*

* at least 1 field below

FIELD - HEADING	DESCRIPTION	COMMENTS / REMARKS
Number of people reached	//	
Number of people in the target group reached	//	
Number of participants in different activities	//	
Web site visitors	//	
Number of products	//	
Number of pamphlets/adverts	//	
Established number of contacts	//	
Other	//	
Outcome and impact indicators	//	<p><i>These indicators measure, from a qualitative point of view, the achievements of the commitment brought about by the actions undertaken and they can differ depending on the scope and nature of the commitment.</i></p> <p><i>Please do some evaluations after the end of the commitment, by indicating which indicator has been used (e.g. determinants of behaviour, attitudinal change, biological parameters, etc.), bearing in mind there may be short/medium/long term outcomes.</i></p>
Short term / Medium term / Long term	//	
Other	//	Please use this field in order to give additional information.
Evaluation details – tools and methods to be used *	//	Please note at least one of the following must be checked

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Verify this form

- Questionnaire
 Structured interviews
 Control groups
 Randomized studies
 Media surveys

Other : _____

Use of :

- External evaluators
 Internal evaluators

FIELD - HEADING	DESCRIPTION	COMMENTS / REMARKS
Questionnaire	//	
Randomized studies	//	
Structured interviews	//	
Media surveys	//	
Other	//	Please use this field in order to give additional information on other tools / methods used.
Use of external evaluators	//	External evaluators are evaluators independent of the organisation owing the commitment.
Use of internal evaluators	//	Internal evaluators are evaluators belonging to the Forum member organisation owing the commitment.

¹ A European Non Governmental Organisation. A European umbrella organisation/European Federation (economic operator). A European umbrella organisation (NGO). An international company. A national company. A national NGO. A national Federation (economic operator)

² Develop a strategy aimed at curbing under-age drinking. Develop information and education programmes on the effect of harmful drinking. Develop information and education programmes in responsible patterns of consumption. Develop efficient common approaches to provide adequate consumer information. Enforce age limits for setting and serving of alcoholic beverages. Promote effective behavioural change among children and adolescents. Better cooperation/actions on responsible commercial communication and sales.

³ The Consumer information drop-down menu contains the following information: *description*, *target group* [with 3 more boxes and one text field, respectively: no target group specified, young people (<25), women (pregnancy), other target group – please specify], *tools/measures* (with 4 more boxes and one text field, respectively: labelling, information on point of sales, mix of tools/measures, training of staff/professionals, other).

The Media activities drop-down menu contains the following information: *description*, *target group* [with 7 more boxes and one text field, respectively: no target group specified, under age drinkers, young men (18-25), young women (18-25), risk groups in general, parents/families, staff/professionals/policy makers, other target group – please specify], *tools/measures* (with 3 more boxes and one text field, respectively: TV, Radio, Newspapers, Other).

The Youth involvement drop-down menu contains the following information: *description*, *target group* [with 4 more boxes and one text field, respectively: no target group specified, under age drinkers, young men (18-25), young women (18-25), other target group – please specify], *tools/measures* (with 3 more boxes and one text field, respectively: Networking campaign, Education, Empowerment, Other).

The Research drop-down menu contains the following information: *description*, *area* [with 3 more boxes and one text field, respectively: drinking patterns/consumption, alcohol related harm, commercial communication/media, Other], *tools/measures* (with 3 more boxes and one text field, respectively: TV, Radio, Newspapers, Other).

The Commercial communication drop-down menu contains the following information: *description*, *target group* [with 3 more boxes and one text field, respectively: no target group specified, young people (<25), women (pregnancy), other target group – please specify], *tools/measures* (with 3 more boxes and one text field, respectively: training of staff/professionals, enforced regulation, self-regulation, other).

The Education drop-down menu contains the following information: *description*, *target group* [with 7 more boxes and one text field, respectively: no target group specified, under age drinkers, young men (18-25), young women (18-25), risk groups in general, parents/families, staff/professionals/policy makers, other target group – please specify], *tools/measures* (with 4 more boxes and one text field, respectively: web sites, information leaflets, education campaigns, manual based school/parents/teachers programmes, Other).

The Counselling drop-down menu contains the following information: *description*, *target group* [with 5 more boxes and one text field, respectively: no target group specified, children, young people, parents/families, people at risk, other target group – please specify], *tools/measures* (with 2 more boxes and one text field, respectively: Brief intervention, Counselling "programmes", Other).

The Treatment drop-down menu contains the following information: *description*, *target group* [with 5 more boxes and one text field, respectively: no target group specified, young people, people at risk, parents/families, children in families with alcohol problems, other target group – please specify].

The Other drop-down menu requires providing information on other types of commitment activities.