

2010 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 2010 Work Plan sets out details of the financing mechanisms and of the priority areas for action in implementing the programme. This document (Commission Decision 2009/964/EU) is published in the Official Journal of the European Union no L340/2009, pp 1 and is available under <http://ec.europa.eu/eahc>. The present call relates to the "Conferences in the field of public health and risk assessment" (hereafter called conferences) financing mechanism. Accordingly, it **does not concern conferences organised by the Presidency of the European Union** as specified in the 2010 Work Plan.

Interested parties active in the field of public health and risk assessment 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 2.5.2 and Annex VI 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

Chapter 3 of the 2010 Work Plan sets out details of the priority areas for action in implementing the programme. Are eligible for funding proposals for conferences addressing once or more of those priorities, even if a different financing mechanism is mentioned. .

Applicant's attention is drawn to the fact that the awarding authority will only accept proposals for conferences which fall within the scope of the above mentioned work plan and the priorities specified in that document, taking into account the general objectives of the second Health Programme.

For administrative reasons, all conferences eligible for co-funding must be held in 2011.

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 projects 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.

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.

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.](#) [Commission Regulation \(EC, Euratom\) No 1261/2005 of 20 July 2005 amending Regulation \(EC, Euratom\) No 2342/2002 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 201, 2.8.2005.](#)

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

Applicants must meet the evaluation criteria set out in Annex VI of the 2010 Work Plan Decision: “Criteria for financial contributions for Conferences under the second Community programme in the field of health (2008 – 2013)” in sections 1 (exclusion and eligibility criteria), 2 (selection criteria) and 3 (award criteria). The awarding authority 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
1. Relevance of the content and expected results of the event in relation to the objectives and priorities described in the second Health programme and its annual work plan	15	1. 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
2. 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	2. 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
3. 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 second Health Programme; 	15	3. 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
4. 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

[Commission Regulation \(EC, Euratom\) No 1248/2006 of 7 August 2006 amending Regulation \(EC, Euratom\) No 2342/2002 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 227, 19.8.2006](#)

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.

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. Each grant awarded may provide funding for up to two conferences. Conferences which cover a very broad range of different health issues, are of a very political relevance, have a high number of involved organisations and a major audience can exceptionally be awarded a Union contribution of up to EUR 200 000.

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 2010, the indicative amount of the operating budget is €46 984 640. 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	Declaration of honour stating that the applicant are not in any of the situations listed in Point 1. of Annex VI of the Work plan 2010. 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..	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 organization
The official registration certificate of the association		1 copy, signed by the regal 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 regal representative of the applicant organization

OBLIGATORY CHECK LIST TO BE FILLED BY THE APPLICANT AS PART OF THE APPLICATION FORM		
Check list	This mandatory checklist is a new feature of the application form. 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

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 **19 March 2010**.

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 – 2010”
 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 – 2010”
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 – 2010”
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 7 April 2010**, 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 during the Christmas period (24 December 2009 to 3 January 2010).

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. 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.