

Questions and Answers (revised)
on Actions co-financed with Member State authorities (Joint Actions)

Q: Can regional governmental organizations participate in Joint Actions?

A: Regional as well as national competent authorities can be nominated to participate in Joint Actions. This also means that more than one competent authority per country can participate.

Q: Can more than one institution/organisation from one country participate in a Joint Actions? Can different organizations from same EU Member State participate in different work packages?

A: Yes, this is possible. For each competent authority / other participant a separate nomination form has to be filled.

Q: Some Joint Actions have been going on over the last three years and are entering now a new phase. Do the participants have to be nominated again? Can new entities participate?

A: Having participated in a Joint Action in the past does not mean automatic nomination for a new phase of the Joint Actions. Hence, a nomination is obligatory. Yes, new entities / competent authorities can participate.

Q: What if the Ministry of Health would like to nominate a competent authority to participate in a Joint Action which is officially belonging to another Ministry?

A: In such a case it is suggested to prepare a Memorandum of Understanding between the Ministry of Health and the other Ministry to which the competent authority reports in which they agree that the competent authority can participate in the Joint Action and that the Ministry of Health can nominate it.

Q: How to nominate collaborating partners in Joint Actions?

A: Collaborating partner do not have to be formally nominated with the official form and procedure. They should be notified to Chafea (by e-mailing to CHAFEA-HP-JA@ec.europa.eu) and the Joint Action leader, if already known.

Q: What is a transparent procedure to nominate participants other than competent authorities? Which criteria have to be met in terms of transparency requirements for selection of nominated organizations? Are there any examples?

A: "Transparent procedure" may be defined differently in the Member States, hence, no guidelines are provided. Generally, a transparent procedure can be compared with one for a public call for tender where a description of the work to be performed is widely distributed, several responses are received and those will be evaluated against pre-set criteria. With this, one participant to be nominated could be determined.

Q: If a competent authority or another institution is nominated, is the participation then mandatory?

A: No it is not at the stage of nomination. It is possible to withdraw later. However, once the proposal is submitted, the consortium should remain stable.

Q: Would it be possible to have information on the work plan in advance, including budgetary requirements for the work package before selecting the relevant organisations for nomination?

A: In principle a Joint Action is being discussed in expert groups including Member States before being proposed for inclusion in an Annual Work Plan. Hence Member States are informed beforehand of what is likely to be proposed.

Q: As the selection of participating organisations mainly falls within the holiday period (concerns were expressed regarding the feasibility to identify and nominate suitable organisations by the given deadline), could the deadline for the nominations fixed to 16 September 2014 be extended?

A: The deadline is extended until 20 October 2014.

Q: What is the minimum number of EU Member States required to set up a Joint Action?

A: There is no legally required minimum number. However, as Joint Actions are collaborations among the European Commission and the Member States on agreed, important public health issues, it is expected that a considerable number of partners participates in each Joint Action. In the past years the average number of partners per Joint Action was 25.

Q: Can the Member State participate without transferring money to the Joint Action? Can the participation be limited to work hours?

A: The percentage of co-funding will be calculated on the total cost of the action (and not by partner). Altogether, the partners should bring 40% (or 20% in case of exceptional utility) of co-funding for a PJ or JA.

Some partners may request up to 100 % of their cost to be covered by the EU co-funding, while others partners may request less percentage (even 0%), however at the project/JA level, the partners collectively should bring 40% (or 20%) of co-funding.

Once again, in accordance with the financial regulations, the **salary costs of personnel of national administrations (Public Officials) will be considered as direct cost to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned was not undertaken.** Therefore, if a partner from any MS wants to declare the cost of public official in line with the above statement, they can do so.

Furthermore, this partner may declare staff cost (PO or not) as well as other cost (travelling, printing, etc...) as well as indirect cost (max 7%), summing up to the total cost for this partner. This partner is free to decide what level of EU funding they would need to cover this amount of total cost (from 0% to 100%).

They may request only 60%, but if needed they could request more and up to 100%. In the case of 100%, other partners will have to ask less than 60% EU co-funding to equilibrate the whole project co-funding to 60%.

Q: Can international organizations such as WHO or OECD be invited to be a collaborating partner?

A: Yes, this is possible as collaborating partner, but not as an associated partner.

Q: Where is the application form that partners should fill out?

A: An application form will be made available online after 20 October 2014, once the Joint Action partnership is established. As this is a direct grant, the application form will be made available only after the nomination of the participant and only to them. This will be done via the "participant portal" where currently the calls for projects under the Health Programme are published (<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/3hp/>).

In order to better prepare, Chafea will make the guide for applicants and the draft application form available over e-mail to all SANCO policy officers involved and the networks that are already discussing the Joint Actions.