

## 2010 CALL FOR PROPOSALS FOR OPERATING GRANTS

### 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)<sup>1</sup>, 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 L 340/ 2009, pp 1 and is available under <http://ec.europa.eu/eahc>. The present call relates to the financing mechanism "Operating Grants".

While the aim of a grant for an action is to co finance this action over a given period and with a specific budget irrespective of the body's other activities, an operating grant is broader based. Its purpose is to provide financial support for the existence and functioning of the body over a period that is equivalent to its accounting period, to enable it to carry out a set of activities relevant to the second Health Programme.

Interested parties active in the field of public health are invited to submit an application, through this call for expression of interest for operating grants, in accordance with the procedures set out in Annex I, Paragraph 2.4 and annex V of the above Commission Decision, in order to implement the priority actions defined in the programme decision.

---

<sup>1</sup> 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.

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

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.

Non-governmental bodies or specialised networks from any of these countries can submit an application for an operating grant. A specialised network is a European network representing non-profit bodies active in the Member States or in countries participating in the second Health Programme and promoting principles and policies consistent with the objectives of the Programme, which has a relevant track record of joint achievements and established rules of collaboration (e.g. SOPs or a memorandum of understanding).

**The activities covered by the operating grant must comply with paragraph 2 of the work plan 2010.**

The applications selected will qualify for Union financial assistance (operating grants) on the basis of the shared cost principle.

## **II. AREAS FOR FUNDING**

Chapter 3 of Annex I of the 2010 Work Plan sets out the specific priority areas for operating grants to be implemented through the present call. Only operating grants proposals which directly correspond to the specific topics described in sections 3.2, 3.3 and 3.4 and where "Operating grants" is indicated as the financing mechanism will be considered for funding. Proposals which only address the wider subject area without matching the specific description of a given topic will not be considered for funding.

Hereafter you will find an extract of priority areas from the 2010 Work plan for which operating grant proposals are expected. Note that it is very important to consult the 2010 Work plan for references to the policy documents which are the basis for all the priorities that are open for operating grant proposals. All operating grants applications must make clear reference to the relevant EU policy documents in the specific priority area.

Description	Reference in WP 2010	Reference in 2008-2013 Programme
<b>IMPROVE CITIZENS HEALTH SECURITY</b>	3.2.	
<i>IMPROVE CITIZENS' SAFETY</i>	3.2.2.	1.2; 1.2.3
<b>SAFETY OF BLOOD, TISSUES, CELLS AND ORGANS</b>	3.2.2.3.	1.2.2
Promoting actions (priority Action 6) and regional cooperation. The idea of the Action Plan is to strengthen cooperation and coordination activities of Member States in respect to organ donation and transplantation. The aim is to facilitate such cooperation between Member States with well developed transplantation systems and Member States that are in the process of improving or developing their transplantation systems. Through this mutual learning process the efficiency and accessibility of transplantation systems will be strengthened.		
<b>PROMOTE HEALTH'</b>	3.3.	
<b><i>FOSTER HEALTHIER WAYS OF LIFE AND THE REDUCTION OF HEALTH INEQUALITIES</i></b>	3.3.1.	2.1
<b>PUBLIC HEALTH CAPACITY BUILDING</b>	3.3.1.2.	2.1.1
Operating grants to non-governmental European networks and organisations which cover broad horizontal public health issues which are of relevance to developing the EU health agenda and with interest in overall public health policy development. The main aim is to strengthen relevant networks and organisations in order to improve and promote the participation of civil society and NGOs at European, national, regional and local level in the implementation of the health strategy.		
<b><i>Promote healthier ways of life and reduce major diseases and injuries by tackling health determinants</i></b>	3.3.2.	2.2
<b>SEXUAL HEALTH AND HIV-AIDS</b>	3.3.2.4	
<b><u>HIV/AIDS</u></b>		
Coordinating and facilitating the exchange of good practice and transfer of know-how on HIV prevention, testing, treatment and care among EU Member States and Eastern European neighbouring countries with a particular focus on injecting drug users. The aim is to support the implementation of Commission Communication on combating HIV/AIDS.		
<b>PREVENTION OF MAJOR AND CHRONIC DISEASES AND RARE DISEASES</b>	3.3.2.7.	2.2.2
<b><u>Rare diseases</u></b>		
Support to the continuation of existing performing EU networks on information and registers on rare diseases in several areas (e.g. ERCUSYN, REGISCAR, EuroMyasthenia). The aim is to implement actions in the Commission Communication and in the Council Recommendation for a European Action in the field of rare diseases as well as in the High level Pharmaceutical Forum recommendations.		

Proposals requesting more than 60% co-funding (up to 80%) will need to comply with the criteria for exceptional utility specified in paragraph 3.1, in particular 3.1.3 of the 2010 Work plan.

### **III. DURATION AND STARTING DATE**

The Union financial support for the functioning of a non-governmental body or a specialised network will cover **one accounting year**, starting **according to the relevant legislation in each participating country**.

### **IV. SELECTION AND AWARD CRITERIA (OPERATING GRANTS)**

Requests for operating grants will be evaluated by an evaluation committee set up according to article 116 of the Financial Regulation<sup>2</sup> and article 178 of the Implementing Rules<sup>3</sup>, assisted by external experts.

#### **IV. 1 -Eligibility of applicants and evaluation criteria (exclusion, selection and award criteria)**

Applicants must meet the evaluation criteria set out in Annex V of the 2010 Work Plan Decision: “*Criteria for financial contributions to the functioning of a non-governmental body or a specialised network (operating grants) under the second programme of Community action in the field of health (2008-13)*” ” in points 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.

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 51. The applications will be ranked in order of the score.

---

<sup>2</sup> [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..

<sup>3</sup> [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.](#)

[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](#)

<b>Policy and contextual relevance of the NGO or Specialised network's annual work programme</b>  <b>25/100</b> (threshold: 13)	<b>Proposed weighting</b>	<b>Technical quality of the annual work programme proposed</b>  <b>40/100</b> (threshold: 20)	<b>Proposed weighting</b>	<b>Management Quality</b>  <b>35/100</b> (threshold: 18)	<b>Proposed weighting</b>
1. Consistency of the annual work programme with the second Health programme and its annual work plan in terms of meeting the objectives and priorities	10	1. Purpose of the annual work programme <ul style="list-style-type: none"> <li>The work programme must be clearly described in terms of objectives and their suitability for achieving the expected results. The applicant must demonstrate that the work submitted gives a true and fair view of all activities planned for the organisation/specialised network in 2010, including those activities which do not fit in the Work Plan 2010 of the second Health programme</li> </ul>	10	1. Planning of the annual work <ul style="list-style-type: none"> <li>Applicant must describe the activities to be undertaken, timetable; list of deliverables and provide the nature and distribution of tasks and risk analysis.</li> </ul>	10
2. Organisation's activities <sup>4</sup> <ul style="list-style-type: none"> <li>The organisation's activities must be described according to the priorities detailed in the work plan for 2010</li> </ul>	10	2. Operation Framework <ul style="list-style-type: none"> <li>The work programme should clearly describe the activities planned, tasks, responsibilities and timetables of the part of its work programme consistent with the Work Plan 2010 and describe its relationship with the other parts of its activity.</li> </ul>	10	2. Organisational capacity <ul style="list-style-type: none"> <li>Applicant must describe the management process, human resources and competencies of staff, responsibilities, internal communication, decision making, monitoring and supervision. Further, specify the working relationships with relevant partners and stakeholders</li> </ul>	10
3. Pertinence of the geographical distribution of the NGO or Specialised network. <ul style="list-style-type: none"> <li>The annual work programme proposed should include activities of a representative number of participants</li> </ul>	5	3. Evaluation strategy <ul style="list-style-type: none"> <li>The work programme must describe the internal and external evaluation of the activities and indicators to be used</li> </ul>	10	3. Overall and detailed budget <ul style="list-style-type: none"> <li>Applicant must ensure that the budget is relevant, appropriate, balanced and consistent in itself and for the activities planned</li> </ul>	10
		4. Dissemination strategy <ul style="list-style-type: none"> <li>The beneficiary must clearly illustrate the adequacy of the actions and methods for communication and dissemination</li> </ul>	10	4. Financial management <ul style="list-style-type: none"> <li>Applicant must describe financial circuits, responsibilities, reporting procedures and, where possible, controls</li> </ul>	5
<b>Total points</b>	<b>25</b>		<b>40</b>		<b>35</b>

### IV.3 – Renewal of Operating Grants

The work plan 2010 foresees a separate budget for new operating grant applications and for the renewal of operating grants awarded to organizations under the 2009 work plan.

<sup>4</sup> Lobbying activities exclusively targeted at EU Institutions are excluded from funding

New operating grants and operating grants to be renewed compete separately for the available budget.

## **V. FINANCIAL PROVISIONS**

The Financial Regulation<sup>2</sup> 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 rules<sup>3</sup> constitute the reference documents for all the financial measures needed to implement the second Health Programme.

Following the evaluation, proposals recommended for funding are drawn up in a list ranked by the total marks awarded. Depending on budget availability, financial support will be granted to those organisations obtaining the highest scores and covering the priority topics specified. Subsequently, organisations with scores higher than the minimum and covering other topics will be considered.

For work programme proposals 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.

The functioning of a non governmental body or a specialised network is financed under the shared cost principle<sup>5</sup>. 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 its total functioning costs without diluting either the objectives or the content of its eligible activities.

Given the complementary and motivational nature of Union grants, at least 40% of the functioning costs must be funded by other sources. Consequently, the Union financial contribution will normally be up to 60% per beneficiary of the eligible costs for the activities considered.

In cases of exceptional utility i.e., when activities have very significant European added value, thus meeting the criteria mentioned in paragraph 3.1 and 3.1.3 of the Work Plan 2010, a maximum Union contribution per beneficiary of 80% of the eligible costs could be envisaged.

The awarding authority will determine in each individual case the maximum percentage to be awarded.

The financial contribution by the Union will be for a period of one financial year, starting according to the relevant legislation applicable in each participating country.

As laid down in Article 4(2) of the applicable legal basis (Decision establishing the second health programme), the renewal of financial contributions set out in paragraph 1(b) to non-governmental bodies and specialised networks may be exempted from the principle of gradual decrease. As a general rule, this exemption will apply to applicant organisations not receiving any of their funding from the private sector or another conflicting interest for their functioning (core funding). For all other renewed operating

---

<sup>5</sup> [art. 109 of the Financial Regulation and art. 165a of the implementing rules]

grants, a decrease of 5 percentage points as compared to the Union co-financing percentage agreed in the grant agreement following the call for proposals 2010 will be applied.

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. Out of this amount of this amount, €800 000 is reserved for new operating grants specifically mentioned in paragraph 3.2; 3.3 and 3.4 of the work Plan 2010. €1 200 000 is reserved for the renewal of operating grants awarded under the Work Plan 2010.

## VI. 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.**

### VI.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
<b>PROPOSAL</b>		
Application form for operating grant	The application form, to be downloaded from the website: <a href="http://ec.europa.eu/eahc">http://ec.europa.eu/eahc</a> , provides information on administrative aspects of the organisation as well as the technical and financial information of the annual work programme proposed	1 signed original + 4 photocopies + an electronic version saved on CD-ROM
<b>Declaration of honour</b>	<b>Declaration of honour</b> stating that the applicant is not in any of the situations of exclusion listed in Articles 93 and 94 of the Financial Regulation <sup>2 3</sup>	Signed original to be included with the application package. <b>Declarations of honour sent separately will not be accepted. Only original declarations of honour will be accepted.</b>

Annual Workplan for 2011	Draft version is acceptable	5 copies
The organization's most recent Annual activity report	In the case of a newly constituted organisation the curricula vitae of the members of the management board and the annual reports of the new body's member organisations and other resource persons should be provided.	1 copy
Curriculum vitae	Of the key staff performing the work in connection with the annual work programme	1 copy
List of members	Per country and/or the link to the web-site on which all members are listed	1 copy

<b>SUPPORTING DOCUMENTS</b>		
The organisation's status/articles of association	<b>Obligatory only for NON-PUBLIC, NON-PROFIT-MAKING BODIES</b>	1 copy, signed by the legal representative of the applicant organization
The official registration certificate of the association		1 copy, signed by the legal 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 6.2 of the application form		1 copy, signed by the legal representative of the applicant organization
Supporting documents which specify sources of funds, if this information is not detailed under the organization's annual accounts		1 copy, signed by the legal representative of the applicant organization
An external audit report produced by an approved auditor, in case of a requested co-funding in excess of €100 000		1 copy

A description of the relevant track record for joint achievements of the specialized network	<b>Obligatory from SPECIALIZED NETWORKS</b>	1 copy
Established tools for collaboration e.g. SOPs, Memorandum of Understanding		1 copy

OBLIGATORY CHECK LIST TO BE FILLED IN 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 for ensuring the application is complete according to the requirements specified in this chapter. Incomplete application packages will be automatically excluded.**

**Note that the annual accounts of the organization, the organisation status/articles of association and the registration certificate are not required from public bodies.**

### **VI.3 Deadline**

The final deadline for the submission of proposals is **19 March 2010**.

### **VI.4 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 – 2010”  
OPERATING GRANTS**

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”  
OPERATING GRANTS**

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”  
OPERATING GRANTS**

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 VI4.1 and VI4.3.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 from 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](mailto: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** of the request by e-mail to: [EAHC-PHP-CALLS@ec.europa.eu](mailto: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.